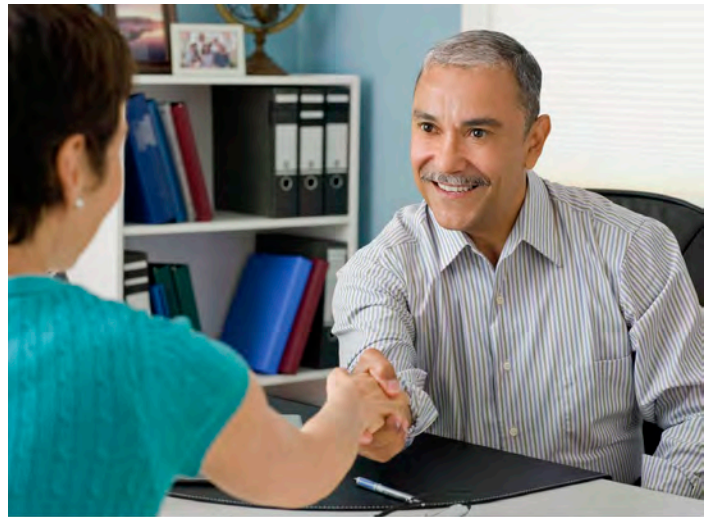


Welcome to the American Job Center - Eastern Connecticut



About Us

- The **American Job Center (AJC) – Eastern CT** is a partnership of agencies that are dedicated to supporting your search for employment. Our Centers, located in Danielson, Montville, and Willimantic are designed to unify numerous training, education and employment programs into a single, customer-friendly system. Our partners collaborate to provide seamless core services to job seekers and employers to ensure that our region's employment needs are met. Anyone, whether job seeker or employer, can visit any AJC and access our free services. The **American Job Center – Eastern CT** plays an instrumental role in employee recruitment, coordinates regional job development, provides support for economic development and retention, and promotes lifelong learning.
- Whether you are a job seeker, underemployed, or switching careers, we can assist you with your job search and career development. You don't have to be unemployed to use the American Job Centers.
- Our professional staff is dedicated to providing you with support and career guidance.



Membership is FREE!

- All new customers must register with **CTHires** prior to using any of our services. Once you become a member, you may use any AJC located throughout the state.
- Information collected is kept completely confidential. It is used by the AJC to further your job search activities and to determine additional services that might be needed.
- Please log in each time you visit our Centers.

How Can We Help You?



Center Catalog



Table of Contents

	Page(s)
About the American Job Center – Eastern CT	2
Table of Contents.....	3
Center Locations/Hours of Operation	4
Services to Members.....	5
American Job Center Policies	7
CTHires	9
Workshops/Orientations	11
Heath Careers Advancement Project	13
Advisory Services & Resources	14
Eastern CT Manufacturing Pipeline.....	16
Step Up Program	17

The Connecticut Department of Labor and Eastern CT Workforce Investment Board are Affirmative Action/Equal Opportunity employers and equal opportunity program and service providers. Auxiliary aids and services are available upon request to individuals with disabilities.

Locations

NEW OFFICE!

Montville Center

601 Norwich New London Turnpike, Suite 1
Uncasville, CT 06382
860-848-5240 Fax 860-848-5220
Video Phone 860-237-3524

Hours of Operation

Monday through Friday – 8:00 a.m. to 4:15 p.m.

NEW LOCATION!

Danielson Center

562 Westcott Road
Danielson, CT 06239
860-774-4077 Fax 860-774-4082

Hours of Operation

Monday, Wednesday, Thursday 8:30 a.m.- 4:30 p.m.

OPEN LATE Tuesday 8:30 a.m. - 6:00 p.m.

Friday 8:30 a.m. - 3:00 p.m.

Willimantic Center

1320 Main Street, Tyler Square
Willimantic, CT 06226
860-450-7603 Fax 860-456-9407

Hours of Operation

OPEN LATE Monday 8:30 a.m. - 6:00 p.m.

Tuesday, Wednesday, Thursday 8:30 a.m. - 4:30 p.m.

Friday 8:30 a.m. - 3:00 p.m.

*If the Center is to be closed during normal hours, notice will be posted in advance.
In case of bad weather, please call the Center.*



Auxiliary Aids and Services are available to individuals with disabilities.*

All services, programs and workshops are fully accessible.

Services include, but are not limited to:

- Big print keyboard
- Magnifier for print material
- Adjustable table for clients in wheelchairs
- Video phone for hearing impaired
- Sign language interpreter upon request
- Restrooms are wheelchair accessible
- Handicap parking available

Services to Members

If you are looking for help finding a job, you've come to the right place. We are your one stop Career Center! All of our services are free of charge and designed with one goal in mind – to help you find employment. Whether you are looking for your first job, or are a seasoned professional looking to switch careers, our partners offer a broad range of services to assist you every step of the way!

These are just some of the services you will find at our American Job Centers (AJC) – Eastern CT

- Career counseling, job development and placement
- Job search assistance
- Professional résumé writing assistance
- Computer Resource Center with Internet access
- Job-related copying, faxing and mailing
- Training referrals
- Referrals to support services and transportation assistance
- Veterans Services
- Assistance with using the Online and Voice Response Unemployment Filing system
- On-site Employer Recruitments
- Links to other regional service providers and programs
- Help for people with disabilities navigating the challenges of seeking employment
- Social Security Administration (SSA) Ticket to Work Program assistance

Career Counseling

Our professional counselors are available to help you create your career plan, develop your résumé, or help you plan your job search. One-on-one appointments can be arranged by visiting any of our Centers.



Professional Résumé Writers

The résumé is often the first contact a potential employer has with a job seeker. To be useful, it must make a good impression immediately. The current practice of corporate personnel is to give each résumé a quick glance (10-20 seconds), discard those that appear disorganized or too wordy, and file the rest. On average, only one or two out of 100 résumés will result in an interview. However, employers still ask for résumés – and a good résumé continues to give you a competitive edge.

Our Nationally Certified Professional Résumé Writers can work with you to improve your résumé to ensure that YOURS will be one that will stand out and help you land the interview!

**We are here to
help you!**



Resources

Inside our AJCs, you can find a wide variety of helpful resources to assist you in your job search and career development. These include:

- Local job postings
- Detailed workshop flyers
- Upcoming employer recruitments
- Résumé / Cover Letter reference books and guides
- Instructions on How to Set Up an Email Account
- Instructions on How to Convert Your Résumé Into Text Only/Plain Text Format
- College Catalogs
- Veterans job-related materials
- Various Department of Labor publications
- Computers with free Internet access for job search activities*
- Résumé quality paper and envelopes*
- Job-related copying, mailing and faxing services*

**Certain restrictions apply. Please refer to Center Policies on pages 7-8.*

Workshops

Our AJCs offer a wide variety of workshops each month to help you prepare for, find, and keep a job.

Topics covered include:

- Résumé Writing
- Interviewing Skills
- Job Search Strategies
- Using the Internet to Find a Job
- and much more!

To see what's being offered this month, pick up a copy of the Workshop Calendar at the front desk.

You can also find the calendars online at CTHires.com, ewib.org/workshops#links or JobCenterCT.com

Sign up at the front desk, call the office nearest you, or register online at CTHires.com.

Danielson	860-774-4077
Montville	860-848-5240
Willimantic	860-450-7603

Employer Recruitments

Employers are looking for you! Find out when employers will be recruiting at our Centers. Visit JobCenterCT.com and click on the Upcoming Hiring Events link on the home page. Remember to bring your résumé and to dress professionally.

Computer Resource Center

Computers with Internet access are available for job search activities. All computers in the resource area have Windows 7 and Microsoft Office 2010 or 2016 available. This resource is available to work on résumés, cover letters, online job applications, take online courses and any other job search-related activities.

Unsure about Your Career Goals?

- Attend one of these workshops: **Career Development & Exploration** or **Do What You Are**
- Visit mynextmove.org
- Visit myskillsmyfuture.org
- Investigate different occupations on careeronestop.org

Policies

In order to maintain a fair, professional and productive environment, please follow the policies outlined in this Catalog. If our policies are unclear, please ask for assistance.

Career Center services are for job search activities only.

Cell Phones

You may keep your phone on vibrate; however, if you need to take/make a call, please do so outside or in designated areas.



Computers

- **Computer usage is limited to 2 hours per day.**
- Knowledge and ability to use a computer is required. If you are unable to use a computer without assistance, please ask the front desk Customer Service Specialist about our computer-related workshops.
- You may use computers to: search for jobs, conduct company research, and type résumés, cover letters and thank-you notes.
- You may ONLY Print: Résumés and cover letters, job applications and thank-you notes. Other authorized printing includes: JFES, WIOA and CT UI-related documents needed for benefits processing.
- You may check your email ONLY for employer responses and/or to send résumés.

- All files created on the computers need to be saved in your email or on a mini storage device. Do not save files to the computers.
- Do not change the programs in any way, or try to correct technical problems.
- If there is an issue with the computers, inform a staff member.
- No food or drink is allowed at the computers.

Important Reminder: For your own protection, don't forget to sign out of online accounts when you are done using the computer.



Center Staff has the right to monitor any and all activities in the Career Center. Please remember that any violation of policies could result in termination of services.

Policies - Continued

Faxes

- Limit of 5 faxes / 15 pages per day.
- You may ONLY Fax: Résumés and cover letters, job applications and thank-you notes. Other authorized faxing includes: JFES, WIOA and CT UI-related documents needed for benefits processing.
- Please fill out a Fax Cover Sheet and hand it to one of the staff members. We will attempt to send it out immediately; however, if we are busy, please be patient. No faxes after 4:00 pm.



Mail

- Limit of 5 per day.
- You may ONLY Mail: Résumés and cover letters, job applications and thank-you notes. Other authorized mailings include: JFES, WIOA and CT UI-related documents needed for benefits processing.
- Please make sure envelopes have a return label and give to a staff member by 3:00 pm. **DO NOT SEAL.**

Copier Use

- We will make 10 copies of your résumé and cover letter per day. Other authorized copying includes: JFES, WIOA and CT UI-related documents needed for benefits processing.

Personal Items

Keep your personal items with you at all times. We are not responsible for lost or stolen articles.

Personal Information

Please protect your personal information at all times. Discard any personal documents and sign out of online accounts upon leaving the Center to protect yourself against identity theft.

Children at American Job Centers

Please remember that the Center is a place of business. If you have an appointment with a staff member, are doing job search activities, or using center computers, we would prefer that you arrange for care for your children. Parents are responsible for monitoring the behavior of any child that they bring into the AJC. We are not liable for injury to children in our Centers. Children are not allowed in the computer area or in workshops.

Complaints

Should any problems, disputes or grievances occur in an AJC, you should notify Center personnel as soon as possible. We will make every effort to resolve your concern fairly and in a timely manner.



Other Important Points to Remember:

- You must sign in **EVERY TIME** you use the Center.
- No food, drink, children, or visitors in computer areas or workshops.
- Please help us maintain a quiet and professional atmosphere.
- The American Job Center has a **ZERO TOLERANCE** policy. Disruptive or threatening language/actions directed at staff or customers will not be tolerated and will be addressed immediately and accordingly.



CTHires.com

What is CTHires?

CTHires (Connecticut Helping Individuals and Employers Reach Employment Success) is the Connecticut Department of Labor’s comprehensive workforce development system designed to provide integrated services via the Internet to individuals and employers 24 hours a day, 7 days a week. **CTHires can be accessed at CTHires.com**

- Search for jobs
- Set up a virtual recruiter
- Build a résumé
- Create cover letters
- Analyze your skills
- Find training providers in your area
- Learn about labor market trends
- Access free online training
- And much more!

How does CTHires connect me to available job opportunities?

With CTHires you can quickly **search for jobs** based on a variety of search criteria, including: location, occupation, industry, skills, salary, employer name, and more.

Unlike other popular job boards, the postings in CTHires are quality, unduplicated job listings entered directly into CTHires by Connecticut employers or drawn from an employer’s website.

How can CTHires help me in creating an online résumé ?

The **Résumé Builder** component of CTHires takes the guesswork out of creating a professional résumé. It helps you build a résumé step-by-step by gathering essential background information and helps you arrange your skills, employment history, education and other essential information in an organized format for prospective employers to view.

**Need Help with Your CTHires Résumé?
Sign up for the CTHires: Résumé Builder Workshop today!**

You can also automatically import an existing résumé from a variety of electronic formats and perform targeted job searches. In addition, CTHires features templates to create cover letters, follow-up and networking letters.

NOTE: Once you’ve built your résumé in CTHires - get it reviewed by one of our Dept. of Labor Certified Professional Résumé Writers (CPRW). Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement. Attend a Résumé Critique Workshop today at the AJC closest to you.

CTHires - Continued

Is CTHires equipped with automated job search capabilities?

The **Virtual Recruiter** component of the system allows you to save a job search and run it periodically to identify new job postings that match your search criteria. Job search results are sent to your CTHires message box, or as an email or text message to a mobile device. You can modify the frequency of the search or manually enable/disable the Virtual Recruiter at any time.

What services other than job search are available in CTHires?

CTHires offers you a range of **Career Tools** to analyze your unique skills and interests, as well as what is important to you in a job. If you have a significant skills gap, the system will direct you to available training programs that can help you close that gap.

In addition, CTHires offers labor market information in any local area, occupation or industry. You can compare current job postings against typical wage rates and other detailed information for specified occupations.

Does CTHires have Education and Training resources?

Yes. CTHires allows both individuals and employers to explore current training providers and programs online. You can find training to fill a skills gap or prepare you for a new career. The system provides the capability to perform a side-by-side comparison of a provider's tuition, fees, completion rates, wages and placement rates.



Are you struggling with CTHires because you need to improve your computer skills?

**Build your computer skills and your confidence. Attend our:
Computers Made Easy and/or
Email Made Easy Workshops**

Learn, practice, and improve your computer skills in a fun and supportive environment.

Basic Computer Skills

- Mouse control
- Basic terminology
- Using the keyboard
- Desktop Operations

Email Skills

- Compose emails
- Reply to emails
- Add an attachment to an email
- Learn the importance of using a professional email address

NO computer experience is required.

Workshops/Orientations



ADVANCED WORD D, M, W

Bring your Word skills to the next level! Do you know the best resume format to use for an Applicant Tracking System? Come to Advanced Word and find out! Learn how to create bulleted lists and insert hyperlinks, tables and more. This is a 3-hour, hands-on workshop. Some experience with MS Word preferred.

ADVANCED EMAIL D, M, W

Learn how to effectively email employers. Create an effective subject line. Learn how to attach resumes in the correct format and practice writing/emailing persuasive cover letters. This is a 3-hour workshop. Please bring your email address and password.

APPLYING ONLINE - THE BASICS D, M, W

In this 3-hour workshop, you will learn the basics of applying online, such as: using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

*** CAREER DEVELOPMENT AND EXPLORATION M**

Discover your career values, interests, and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

COMPUTERS MADE EASY D, M, W

This 3-hour workshop will help you learn the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using Help and Support features, Internet searches and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

CONFIDENCE MAKEOVER: REBOUND & RECOVER D, M, W

Presents an outline of how to work towards a concrete confidence makeover. Workshop suggests a variety of specific techniques and gives you practical confidence-building tips that can make a significant difference in being the right candidate.

CREATING A JOB SEARCH "ELEVATOR PITCH" D, M, W

In this 3-hour workshop, learn how to create the perfect 30- or 60-second "elevator pitch" to introduce yourself to potential employers. Explore how to identify or create a networking opportunity and effectively engage during a networking opportunity. Useful for all job seekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

CTHIRES - RÉSUMÉ BUILDER D, M, W

This 3-hour workshop focuses on building and completing a résumé in CTHires. You will have the opportunity to review and update your CTHires profile including job skills, and do a 'comprehensive' résumé build in CTHires with the assistance of the workshop instructor. You will also learn how to download, print, and email your résumé from CTHires.

Note: Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability.

*** DO WHAT YOU ARE – MYERS BRIGGS M**

A one- or two-day workshop that helps you take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.

EMAIL MADE EASY D, M, W

Designed for the beginner, learn how to use email in a fun, stress-free, friendly environment. Create a job search email address; practice composing and replying to emails. Explore the features of gmail. This is a 3-hour, hands-on workshop. No computer experience is necessary.

EMPLOYABILITY SKILLS FOR EX-OFFENDERS D, M, W

This 3-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

*** FUNDAMENTALS OF RÉSUMÉ WRITING D, M, W**

Learn how to write a focused résumé needed to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

GET BACK TO WORK D, M, W

Gain a full understanding of Job Center services, learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

GOOGLE DOCS MADE EASY D, M, W

Improve your computer skills and learn how to use Google Docs now – don't be left behind! Learn how to use Google Docs in a fun, stress-free environment. Hands-on practice creating and editing documents. Explore how to share and collaborate documents with multiple people. This is a 3-hour hands-on workshop. Please bring your gmail address and password.

HEALTH CAREERS ORIENTATION D, M, W

An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

*** INTERVIEWING STRATEGIES AND TECHNIQUES D, M, W**

Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview and following up.

Locations:

- **NEW Office! M = Monville, 601 Norwich New London Tpke., Uncasville, 860-848-5240**
 - **NEW Location! D = Danielson, 562 Westcott Rd., 860-774-4077**
 - **W = Willimantic, 1320 Main St., 860-450-7603**
- * = Call 860-848-5200 to register.**

Workshops/Orientations Continued

JOB CORPS ORIENTATION D, M, W

An overview of Job Corps, trades offered, where they are located, and expectations for Job Corps students. Also receive information about eligibility and the process to enroll in the program. This is the starting point for any prospective Job Corps student.

MANAGE YOUR DEBT - CONTROL YOUR CREDIT D, M, W

What is credit and what is a credit score? What should you look for in your credit score? What do lenders consider? Learn how to fix discrepancies and recover from bad credit.

MANUFACTURING JOBS FOR EVERYONE! D, M, W

Manufacturing jobs are in huge demand. There is a job for just about everyone – man or woman – from entry level to highly skilled. Find out about job opportunities and how to prepare for a career in manufacturing. Learn about the Manufacturing Pipeline and the free training – classroom or online – offered to help you get a great paying job in manufacturing!

METRIX LEARNING D, M, W

Two-hour orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 5,000 courses (IT, desktop computer skills OR healthcare education). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

MONEY MATTERS - GET SMART WITH YOUR MONEY D, M, W

Learn how to budget your money. Find out how to tell the difference between “wants” and “needs”. Learn tips to evaluate your spending, set goals and priorities, and stick to a budget.

NETWORKING WITH LINKEDIN D, M, W

This 3-hour workshop helps job seekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance your job search through online networking. You will be encouraged to join relevant professional groups available through LinkedIn to expand your electronic network. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

N.L./NORWICH ADULT ED INFORMATION SESSION M

Learn about the programs available at New London and Norwich Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services. Norwich Adult Ed also provides an Adult Basic Education Class to provide reading, writing and math skill development for adults ages 17 & older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included.

*** RÉSUMÉ CRITIQUE M**

Have your résumé reviewed by a Certified Professional Résumé Writer (CPRW) trained in developing strategic documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.

*** SUCCESSFUL JOB SEARCH STRATEGIES D, M**

Learn job search strategies that will help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking and using social media to establish a digital presence.

TICKET TO WORK D, M, W

This workshop explains Social Security's Ticket to Work program and how it supports career development for people with disabilities who want to work. Social Security disability beneficiaries age 18 through 64 qualify. The Ticket program is free and voluntary. Attend to learn how the Ticket program helps people with disabilities progress toward financial independence.

WORD MADE EASY D, M, W

Designed for the beginner, learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. This is a 3-hour, hands-on workshop. No computer experience is necessary.

Our Workshop Rewards Program is a WIN-WIN!



**Our workshops help you
improve your skills and
increase your chances of
landing the perfect job!**

**AND when you
COMPLETE 3 WORKSHOPS
Receive a FREE Flash Drive
Ask for your FREE Workshop
Rewards Card today!**

Locations:

- **NEW Office! M = Monville, 601 Norwich New London Tpke., Uncasville, 860-848-5240**
- **NEW Location! D = Danielson, 562 Westcott Rd., 860-774-4077**
- **W = Willimantic, 1320 Main St., 860-450-7603**

*** = Call 860-848-5200 to register.**

Turn Your *Dream* of a Career in Healthcare into **REALITY**



You could be eligible for **FREE Short-term Job-related Training** in the Healthcare field through the Health Careers Advancement Project

Steps to starting your Healthcare Career:

1. **Attend the Health Careers Orientation** at the American Job Center closest to you to explore career options.
2. **Meet with your Healthcare Navigator** to learn more and to choose one of these healthcare careers pathways:
 - Patient Care & Nursing
 - Emergency Medicine
 - Community Health & Patient Navigation
 - Health Information Management
3. Attend a 2-week intensive Job Readiness **Boot Camp**.
4. **Enroll in short-term training** at one of the local Community Colleges or approved training providers.

Choose from these Career Training Offerings:

- Certified Nurses Assistant (CNA)
- Patient Care Technician (PCT)
- Emergency Medical Technician (EMT)
- Medical Office Receptionist
- Medical Billing & Coding
- And more!

To be eligible, you must be committed to succeed AND:

- Be Unemployed or Under-employed, **OR**
- Receive TANF Assistance, **OR**
- Meet low income guidelines (150% of Lower Living Standard Income Level)
- Pass drug screening/background check

Assistance is available for:

- Child care
- Transportation
- Training-related clothing

Stop Dreaming!
Your future career begins today!

americanjobcenter
EASTERN CT

For more information, contact your American Job Center Advisor OR:

Rachael Martel

860-933-3171 or

rmartel@eastconn.org



This document was supported by Grant HHS 90FX0041 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.



[facebook.com/HPOGEasternCT](https://www.facebook.com/HPOGEasternCT)



[@HPOG_EasternCT](https://twitter.com/HPOG_EasternCT)

Advisory Services & Resources

Career Advisory Services

CAREER COUNSELORS

M

The Connecticut Department of Labor Career Development Counselors / Certified Professional Résumé Writers provide advanced career counseling services such as career planning and exploration, determining vocational choice, vocational change, skills and abilities assessment, overcoming employment barriers, providing labor market information, résumé services, and training on all aspects of job search. One-on-one services are by appointment only. For more information, contact the front desk Customer Service Specialist.

HEALTH CAREERS ORIENTATION

D, M, W

Whether you are a job-seeker interested in entering the healthcare profession, or an experienced healthcare worker who wants to upgrade your skills, this workshop will provide you with information and resources to help you plan your next step. Learn about trends affecting Connecticut's Allied Health workforce, and the jobs that are expected to grow in demand. Learn what skills and training you need for many of these growing jobs, where to get training in Connecticut, and how to access financial aid.

WIOA (WORKFORCE INNOVATION AND OPPORTUNITY ACT) ADVISORS

D, M, W

WIOA Advisory Services offered to eligible participants include: Skills Assessment, Local Job Market review, creation of a task-oriented Employment Plan, job referrals, eligibility for traditional training opportunities, eligibility for On-the-Job Training opportunities, referrals to area programs to resolve employment barriers and many more individualized services geared toward obtaining employment. For more information, contact the front desk Customer Service Specialist.

Advisory Resources

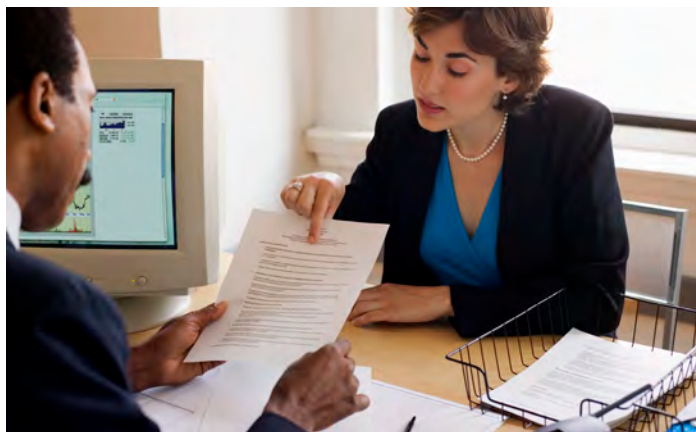
BUREAU OF REHABILITATION SERVICES (BRS)

D, M, W

BRS serves eligible individuals who have physical and/or mental conditions that have a significant impact on their ability to enter or maintain employment. For further information, in Montville call 860-859-5720; in Danielson, call 860-455-1617, and in Willimantic, call 860-455-1606.

CT INDIAN COUNCIL

Locations: D = Danielson, M = Montville, W = Willimantic



M

Employment and training program(s) for Native Americans who meet tribal and income eligibility requirements. For more information, or to schedule an appointment, call 860-535-1277.

DOL VETERANS REPRESENTATIVES

D, M, W

The Connecticut Department of Labor Veterans Representatives provide Intensive Services for Veterans with special employment and training needs, with emphasis on disabled, recently separated and campaign badge Veterans. Services include career guidance, coordination with supportive services, referrals to jobs and training, and assessments.

FINANCIAL AID ASSISTANCE **D, W**

Assistance with applying for college financial aid. Services are provided through the CT Talent Assistance Cooperative – Educational Opportunity Center (CONNTAC-EOC). To schedule an appointment in Danielson or Willimantic, call Philhemina Booe at 860-932-4125.

Advisory Services & Resources Continued

HUMAN SERVICES (HSI) SPECIALIST

D, M, W

The Human Services Specialist can assist you in finding “Basic Needs” services in Windham, Tolland and New London Counties. The goal is to assist the job seeker with addressing “Cost of Life” issues so that they can focus their attention on their job search. Cost of Life issues include: housing, heat, food, transportation, health care, child care, and much more. It is difficult to focus on finding employment when lacking in “Basic Needs”. The HSI Team is well-trained in resources and programs that can assist you. For more information, contact the front desk Customer Service Specialist.

JOB CORPS RECRUITMENT

D, M, W

The Job Corps is an educational and vocational training program designed to help you plan and prepare for your future. There are eligibility requirements for this program. For further information or to schedule an appointment, in Danielson, and Montville contact Kara Westbrook at 860-941-1103; in Willimantic, call Peter Carlson at 860-560-2077, Ext. 11.

OLDER WORKERS PROGRAM (TVCCA/ EASTER SEALS TITLE V)

D, M, W

The Senior Community Service Experience Program offers employment and training opportunities to eligible seniors wishing to remain in the workforce. For more information or to schedule an appointment, contact the front desk Customer Service Specialist.

TICKET TO WORK **D, M, W**

Ticket to Work (TTW) is an innovative program for persons with disabilities who want to work and participate in planning their employment. The TTW Program is for SSA Beneficiaries that are receiving SSI/SSDI. The TTW Program increases your available choices when obtaining employment services, vocational rehabilitation (VR) services and other support services you may need to get or keep a job. It is a free voluntary service. You can use the Ticket if you choose, but there is no penalty for not using it. You might not be subject to a continuing disability review while you are using your Ticket. For more information, contact the Front Desk Customer Service Specialist for an appointment with a Ticket To Work representative.

Locations: D = Danielson, M = Montville, W = Willimantic



Educational Services

OUT OF SCHOOL YOUTH

D, M, W

JET (Jobs, Employment & Training) for 17-24-year-olds. Get a JET Start on your future! Career Exploration includes paid internships, on-the-job training, job shadows, job search and post-secondary trainings for qualified individuals. Work Readiness skills: résumé, dress for success, interview techniques, and more. Complete your high school diploma and/or earn a nationally recognized credential in Customer Service or Microsoft Office Specialist.

For more information, call:

Danielson, Willimantic – Meghan Hayes at 860-455-1613;
Montville – Lora Castronova at 860-437-2385 ext. 180

Locations:

- **NEW Office! M = Montville, 601 Norwich New London Tpke., Uncasville, 860-848-5240**
- **NEW Location! D = Danielson, 562 Westcott Rd., 860-774-4077**
- **W = Willimantic, 1320 Main St., 860-450-7603**



Eastern CT Manufacturing Pipeline

Your Pipeline to Success

What is the Manufacturing Pipeline Program?

The initiative provides a training pipeline to develop skilled workers for Electric Boat (EB), members of the Eastern Advanced Manufacturing Alliance (EAMA), and other regional employers. The initiative offers several options including: short-term classroom training, online training options and job search assistance for jobseekers who are unemployed or underemployed. The training is designed to fit the specific hiring needs of EB, EAMA, and other local manufacturers. It is anticipated that EB will have hundreds of job openings during the coming years.

For **JOBSEEKERS**, it provides several options:

- Short-term classroom training
- Online manufacturing training
- Job search assistance

The program is:

- Provided at no-cost to trainees
- Designed for unemployed and under-employed individuals

What kind of training is available?

Training programs target: Inside Machinist, Outside Machinist, Welding, Carpentry, Painting, Pipefitting, Shipfitting, Sheetmetal Worker, Outside Electrician/ Electronics Mechanic, and Design/Drafting as job demand requires. The value of the training is estimated to be as high as approximately \$13,000.

Who is providing this training?

Training is currently offered by Three Rivers Community College, Quinebaug Valley Community College, and the Community College of Rhode Island (CCRI).

Online Manufacturing Training options are offered by the Eastern CT Workforce Investment Board (EWIB) and coordinated by ETI, one of EWIB's partners. The classes are offered through Metrix Learning, a leader in online training.

When is the training offered?

The goal of the Pipeline Initiative is to offer up to ten training classes per year. The intensive, work-based classroom training programs are typically 5 to 10 weeks long. Most of the classes are 6 1/2 hours per day, five days per week for the duration of the training.

Due to the overwhelming demand, it is unlikely that every person who applies will be able to receive classroom training. Options for online manufacturing training, and guided job search assistance are also available.

What happens after the classroom training?

Many of the graduates receive job offers from Electric Boat that include an additional 6 weeks of on-the-job training. Other graduates may find positions with EAMA member companies or other manufacturers. Job search assistance is available and other hiring incentives may be available. **NOTE:** To work at EB, candidates must pass an employment interview, drug test, physical, and security clearance.

Get started today!
Registration is required at
ewib.org/pipeline

All Connecticut residents 18 or older who are authorized to work in the U.S. are eligible for the program. Residents of other states may be eligible if they are 18 or older, are authorized to work in the U.S., and were dislocated from an employer located in Connecticut. The program is provided at NO COST to participants. The Eastern CT Manufacturing Pipeline Initiative is funded by the Eastern CT Workforce Investment Board (EWIB) through a variety of state, private and philanthropic grant funds.

Looking for a New Job?

The state's Step Up Program may provide you with an edge over the competition!

A company that hires you may be eligible for one of these Step Up Programs

A Step Up contract must be in place before you start!

Subsidized Training and Employment Program

Offers an employer up to 180 days of wage reimbursement when you are hired as a new employee.

- The company must be a small business.
- Must be located in the state.
- You must be unemployed.

As of November 9, 2018 funding for the Step Up Program has been fully allocated. THIS PROGRAM IS NO LONGER AVAILABLE.

Manufacturer Training Grant Program

Up to \$12,500 in grant reimbursements over six months to assist with your training costs.

Company Qualifications:

- The company must be a small manufacturing business with not more than 100 full-time employees.

YOU:

- Must be totally unemployed

To learn more, attend the "Get Back to Work" Workshop. Check the workshop calendar for availability. Or, speak with your WIOA or JFES Advisor.

For details, contact
Danielson – 860-774-4077
Montville - 860-848-5240
Willimantic – 860-450-7603
Or visit: www.ewib.org
www.stepct.com

