

# Program Orientation for Adult & Dislocated Worker services

America's **Job**Center  
*of California*<sup>SM</sup>

The Americas' Job Center is a comprehensive federally funded program “designed to strengthen and improve our nation’s public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.”

This is funded through the Workforce Innovation and Opportunity Act (WIOA)

# Job Seeker Services

- **Work with a professional Career Coach one-on-one**
- **Access to training funds to help pay for your education**
- **Build on existing skills & obtain new ones**
- **Workshops to learn about current resume and job search trends**
- **Job leads and first access to employer recruitments**
- **Pre and post job support**

# Additional Support...

- One-on-one **Career Coaching & Counseling**
- Career and Skills **Assessments**
- Development of **Individual Employment Plan**, which identifies your background, barriers and goals for employment.
- **Access** to monthly **Workshops**
- Job Skills **Training** (based on eligibility)
- Assistance with **Supportive Services** (based on eligibility)
- Access to **On the Job Training** opportunities with local employers
- Referrals to **Community Resources** or **Partners** (if needed)

# Job Readiness Workshops

- **Resume Development**
- **Resume Critique**
- **Interview Techniques & Strategies**
- **Internet Job Search and Networking**
- **Your Online Profile**
- **Introduction to Computers**

**Workshop calendar is available the 15<sup>th</sup> of each month for the following month.**

**Sign up with at the front desk for available workshops.**

# OCCUPATIONAL SKILLS TRAINING

Career Coaches will evaluate what requisites you need to meet in order to start the process of attending approved training through work2future.

You will be provided with a **Training Checklist Referral** that tells you of all the requirements for training according to your specific situation. Ask a Career Coach about:

- **Labor Market Information** [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) allows you to research the occupation or occupations that have the highest demand in today's job market.
- **Completing workshops or assessments** – Obtain the National Career Readiness Certificate (through completing Assessment) that indicates the level of knowledge and aptitude for a specific career.
- **Career Exploration and Planning** -Research the careers for which your skills and aptitudes are a great match and plan how to start your new training.
- **Eligible Training Provider List:** Research which institutions offer the training you desire.

# Job Referrals

- **Specialized recruitment events**
- **Job Fairs**
- **Email Alerts:** Learn about current job openings

# Are you interested in AJCC Services

If you are, then follow these 5 steps...

- STEP 1:** Complete Welcome Packet
- STEP 2:** Attend Orientation
- STEP 3:** Complete a new user account on the CalJobs website at [www.caljobs.ca.gov](http://www.caljobs.ca.gov), along with your resume and right-to-work documents
- STEP 4:** Eligibility Checklist and forms
- STEP 5:** Complete an assessment
- STEP 6:** Meet with a Career Coach to enroll in the program

## How do I start using services?

- Once you are enrolled, you can access services at any locations. Please sign in on the sheet at the front when you arrive with In and Out (safety).
- Activities that count toward your membership are career counseling, workshops or training. Receiving emails or using the computer lab does not “count” as activity.
- Warning: If for a period of 90 days you do not utilize any of our services, our program’s customer management system may exit you. Then, you will need to start the registration process again.

## additional resources

- ▶ CalWORKs - provides temporary assistance to families with children, by strengthening low-income parents' access to the resources they need to care for their children through employment and other related services, while receiving cash aid.
- ▶ CalFresh - (also known as SNAP) is a nutrition program that helps people with limited incomes buy healthy food.
- ▶ Medi-Cal - provides health care coverage to many individuals and families. There are several different Medi-Cal programs and each category has its own requirements.

For more information, see your Career Coach

# Resource Center

**Hours: 8 AM - 4:45 PM, Monday - Friday**

- Job Search
- Job Search Equipment: FAX, copier, and telephone access to call employers
- Current Job Listings
- Labor market information

Thank you!  
Any Questions?