

# WORKSOURCE

**SERVICES AND  
RESOURCES**

# ARE YOU CURRENTLY UNEMPLOYED?

## STEP 1:

WorkSource can help if you are unemployed, under employed or needing a career change. We can assist you with finding a job, getting you job ready and providing support services.

## STEP 2:

Develop a plan with a Employment Specialist and get assistance fulfilling the requirements to receive Unemployment (if necessary).

## STEP 3:

Meet with a Employment Specialist for one-on-one career advice.

- Learn what careers are in-demand
- Have your resume reviewed and revised if needed
- Connections to companies that are hiring
- Discuss short- and long-term career goals
- Determine what training options are available
- See if you qualify for support services (access to gas cards, work clothes and food assistance)

# TRAINING OPTIONS

## **STEP 1:**

Attend the Employment and Training Orientation. Offered virtually every Tuesday at 3pm and Friday at 1pm. Sign up at [www.worksourcewa.com](http://www.worksourcewa.com).

## **STEP 2:**

Meet with a Case Manager who will go over eligibility for the program and ask for some documentation.

## **STEP 3:**

If the Case Manager deems you eligible then you will complete online skills assessments and discuss available trainings.

## **STEP 4:**

After deciding what field you want to pursue, you can fill out a scholarship packet to receive full or partial payment towards the training of your choice.

## **STEP 5:**

After the Scholarship Committee reviews your request, if approved, you are qualified to begin school!

# ARE YOU RECEIVING BENEFITS FROM DSHS?

## STEP 1:

WorkSource can provide assistance for individuals receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Basic Food Employment & Training (BFET). WorkSource Case Managers can help ensure program requirements are met as well as assisting with job readiness and placement.

## STEP 2:

Develop a transition plan with a Case Manager and get assistance fulfilling the requirements to receive Unemployment (if necessary).

## STEP 3:

Meet with a Case Manager for one-on-one career advice.

- Learn what careers are in-demand
- Have your resume reviewed and revised if needed
- Connections to companies that are hiring
- Discuss short- and long-term career goals
- Determine if training or schooling is best for you
- Get access to support services (gas cards, work clothes, etc.)

# SECTOR FOCUS

For more information on each sector, visit  
[www.careersnw.org](http://www.careersnw.org)

WORKSOURCE FOCUSES ON MEETING THE  
DEMANDS OF THE COMMUNITIES WE SERVE BY  
FOCUSING ON THESE FIVE SECTORS



**HEALTHCARE CAREERS**



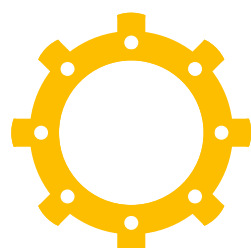
**TECHNOLOGY CAREERS**



**TRANSPORTATION CAREERS**



**CONSTRUCTION CAREERS**



**MANUFACTURING CAREERS**

# ARE YOU A VETERAN?

AS A VETERAN OR A SPOUSE OF A VETERAN, YOU GET PRIORITY ACCESS TO WORKSOURCE SERVICES. THIS INCLUDES BUT IS NOT LIMITED TO:

- Priority referrals to jobs that are listed with WorkSource.
- Job listings, job referrals and hiring events.
- Resume, application and interviewing assistance.
- Skill assessments and referrals to training and other resources.

Although every Employment Specialist can assist you if you're a Veteran, we have a veteran Employment Specialist whose sole job is to help military veterans with disabilities and other employment barriers. They'll assess your skills and interests and put together an employment plan that's right for you.



# DID YOUR JOB MOVE OVERSEAS?

THE TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM ASSISTS WORKERS WHO HAVE BECOME UNEMPLOYED AS A RESULT OF INCREASED IMPORTS FROM, OR SHIFTS IN PRODUCTION TO, FOREIGN COUNTRIES.

\*Company must be certified for customers to access this program

Trade adjustment assistance may include:

- Employment and vocational counseling to help you prepare for a job search; Training in skills for an occupation that is in demand.
- A job-search allowance to cover partial expenses in finding a job outside your normal commuting area.
- A relocation allowance to cover partial expenses for moving to a new area for a job.



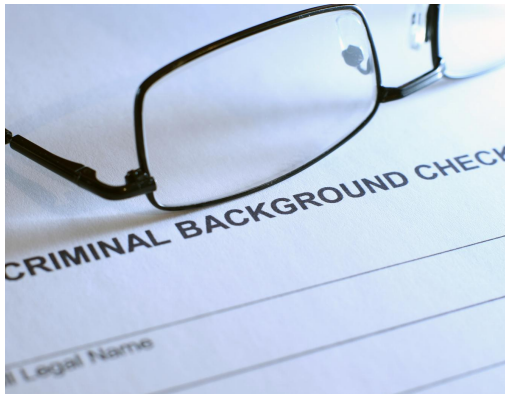


# WORKSHOPS

OFFERED VIRTUALLY. SEE MONTHLY CALENDAR  
FOR SCHEDULE.

Sign up at [www.WorkSourceWA.com](http://www.WorkSourceWA.com)

## Refining A Diamond:



Struggling to find a job or career that fits your background? Have the skills, potential, and desire to gain stability through employment? Need assistance with training/certifications that would make you competitive? Desire support and guidance in your process? This program provides assistance for individuals struggling with barriers to employment due to criminal background issues. Attend this session to find out how we can help!

## Resume and Cover Letter Preparation:

Successful job seekers take the time to learn what employers want. Learn how two of the four primary pieces of job-search-related communication convey to a prospective employer who you are, what you know and what you have to offer. Learn which resume and cover letter formats best display your skills, knowledge and abilities in order to attract employers and lead to more interviews!



## Skills and Abilities:



Today's economy requires workers who can transfer skills from one work setting to another and who have the kinds of personal qualities that make organizations successful. In this workshop, you will learn to identify, demonstrate and package, with confidence, your skills and personal qualities in ways that will be meaningful to employers. You also will learn oral communication skills and practice delivering a 60-second commercial - a brief, high-impact presentation to potential employers.



# WORKSHOPS CONT.

Sign up at [www.WorkSourceWA.com](http://www.WorkSourceWA.com)

**Effective Teamwork:** Learn to identify objectives, motivate others, collaborate successfully, develop effective communication techniques for a team environment, and use a step-by-step problem-solving approach.

**Interview Preparation:** Discover valuable interviewing tips and practice answering the difficult questions. You will learn what the frequently asked questions are and the type of answers you need.

**Employment & Training Orientation:** Learn about grants that may help fund training or assist with your intensive job search.

**Leadership Awareness:** Lead yourself and others by adding the skills of expression, empowerment, and engagement to be an asset in any work environment.

**Engaging the Generational Workforce:** Overcome generational stereotypes, differences in communication styles, and manage expectations with all that you encounter.

**Professional Social Media:** Have you heard that LinkedIn is the go-to profile for job searching? Have you seen Google suites on a job posting and was not sure what it is? Attend this workshop to set up your profile and learn how to use Google suite.

**Top Skills in 2020:** Not getting offers? Attend this workshop to learn 5 reasons why you may not be getting the call.

**21st Century Work Ethic:** You will learn 7 secrets to bring your "A" game, including time management, communicating professionalism, improving discipline, and emotional self-control.

**Workforce Communication:** Find out how you can leverage your communication to deliver Win-Win solutions for all.

**Embrace Diversity, Equality, and Inclusion at Work:** Identify strategies you can use that support diversity, equality and inclusion in today's workplace.

# WORKSHOPS CONT.

Sign up at [www.WorkSourceWA.com](http://www.WorkSourceWA.com)

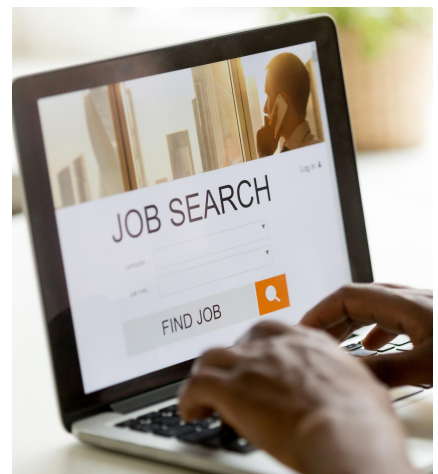
## 2nd Act:



If you are feeling like your age is limiting your career opportunities or that employers see you as overqualified or too expensive, you want to attend this workshop. Learn strategies to overcome appearing overqualified on your resume and how to handle age-directed interview questions. You'll also learn how to work with multiple generations better.

## Job Search Strategies:

Finding out about employers in your area and creating a strategy to target your job search is the key to success. In the Job-Search Strategies class, you will learn a variety of job-search methods! This class provides tips on the value of labor-market information and introduces other strategies like networking, informational interviews and using the Internet to locate job openings.



## Perfecting Applications:



An important part of any job search is to understand the employer's point of view. In this workshop, you'll learn how employers read applications and how to be better prepared to meet an employer's expectations. The workshop explores how to organize and communicate your skills and abilities in a way that stands out from the crowd. You'll leave the workshop with a master application that's helpful when filling out paper and electronic applications, and start you on your way to developing a résumé.

# Strategies for Success

RECEIVE JOB SEARCH CREDIT. ALL WORKSHOPS QUALIFY!  
Sign up at [www.WorkSourceWA.com](http://www.WorkSourceWA.com)

**STRATEGIES FOR SUCCESS IS SIX DIFFERENT FOUR-DAY WORKSHOPS THAT TEACH THE LIFE AND SOFT SKILLS YOU NEED TO GET AND KEEP A JOB. START WITH ANY OF THE FOLLOWING COURSES.**

## **Work Concepts**

Prepare for work, career and life.

## **Health and Well-Being**

Learn about personal wellness and how to communicate.

## **Communication**

Know your audience and how to communicate.

## **Personal Strength Builders**

Understand what you do best and how you can improve.

## **Community Engagement**

Learn about your community and how you can help.

## **Work Concepts 2**

Find and excel in your career and life.



A proud partner of the AmericanJobCenter network

## **WorkSource Vancouver**

204 SE Stone Mill Drive, Suite 215  
Vancouver, WA 98684

360-735-5000

## **WorkSource Cowlitz/Wahkiakum**

305 S Pacific Ave., Suite 101  
Kelso, WA 98626

360-577-2250

**[WWW.WORKSOURCEWA.COM](http://WWW.WORKSOURCEWA.COM)**

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.