



SUTTER COUNTY ONE STOP



Other Services 2009-2010

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JOB CENTRAL



Job Central was developed to aid in meeting the workforce needs of the community.

Some of the services available include:

- Computer Resource Lab
- Job Search Tools & Materials
- Internet Access
- Resume Tutorials
- Job Listings
- Video Library
- Career Exploration
- Typing Certificate Available
- Yuba-Sutter Labor Market Information
- Self Assessments Career Inventories Tutorials
- Interviewing Techniques and Tips
- Typing/Keyboarding Tutorials
- College Exploration
- CalJOBS
- Job Search Phone Bank

The computer bank offers Internet accessibility for career research and job hunting. Also, if you are an employer, we can list job openings for you.

Job Central offers a variety of computerized software program tutorials, resume, typing tutorials (MS Word, Excel, PowerPoint), as well as competency testing. Whether you are an employer seeking the perfect employee or an applicant seeking the perfect job, Job Central at *Sutter County One Stop* can help.

The design of the center is geared towards people who are looking for a job, a career change or to upgrade existing skills. You can work independently or receive assistance from our trained staff.



WORKFORCE INVESTMENT ACT (WIA)

WHAT DOES WIA OFFER?

YOUTH For eligible youth 14 - 21 years old	ADULT For eligible adults 22 and older
<ul style="list-style-type: none">• Occupational Skills Training• Work Readiness Training• Objective Assessment Tutoring• Comprehensive Guidance and Counseling• Paid and Unpaid Work Experience• Summer Employment Opportunities• On-the-Job Training• Supportive Services• Study Skills and Drop Out Prevention• Alternative Secondary School Services• Preparation for Postsecondary Education• Leadership Development Opportunities• Adult Mentoring and Follow-up Services	<ul style="list-style-type: none">• No Fee Resume Service• Job Referrals• Learn To Identify the Right Career• Interviewing Skills• Learn Necessary Job Skills• CalJOBS Assistance• Assist With Training or Job Related Expenses• Update Current Skills• Assessing Occupational Skills

WIA IS:

- For those who need job search/placement assistance.
- For those who need vocational training or upgrades to current skills.
- For those willing to make a commitment to actively participate in their job search or training plan.

HOW DO I FIND OUT IF I QUALIFY FOR WIA?

If you would like further information about WIA, contact the "On Call" Business Workforce Specialist at (530)822-5120.

BUSINESS SERVICES

WHAT DOES WIA OFFER TO BUSINESSES?

The One Stop Business Center is a unique joint venture of private organizations, public entities and non-profit agencies in the Yuba-Sutter area helping businesses and job seekers meet their employment needs. Our Center can connect you with qualified employees, post your job openings, provide labor market research, meeting facilities, workshops and seminars and tax credit information.

SERVICES INCLUDE:

- **Employment Recruiting**
- **Conference and Interview Facilities**
- **Business Seminars and Workshops**
- **Rapid Response**
- **OJT and Customized Training**
- **Labor Law and Market Updates**
- **Assessment for Job Placement**

For more information about the program, call a representative from the Sutter County One Stop at (530)822-5120. Our Business Workforce Specialists are available to assist you.

▶ **WORKABILITY I—MIDDLE SCHOOL**

WHO DOES THE WORKABILITY I MIDDLE SCHOOL PROGRAM SERVE?

WorkAbility I provides career awareness and pre-employment services to Middle School students with IEPs (Individual Education Plans) in Sutter County.

WHAT DOES THE WORKABILITY I MIDDLE SCHOOL PROGRAM OFFER?

WorkAbility I assist with career awareness and provide students with information about planning for a future career. Services may include:

- Career Awareness
- Pre-Employment Services
- Personal Skills Exploration
- Job Shadowing Activities
- Job Site Tours

HOW DO STUDENTS ENROLL?

Their teachers refer students who have active IEPs to the WorkAbility I program.

WHAT SERVICES ARE AVAILABLE AFTER THE WORKABILITY I MIDDLE SCHOOL PROGRAM?

Students that are in high school and at least age 16 can apply for WorkAbility I high school Program.



WORKABILITY I—HIGH SCHOOL

WHO DOES THE WORKABILITY I HIGH SCHOOL PROGRAM SERVE?

WorkAbility I provides an array of vocational services to Sutter County high school students who are referred by Special Education Teachers.

WHAT DOES THE WORKABILITY I HIGH SCHOOL PROGRAM OFFER?

WorkAbility I supports students in a wide variety of vocational experiences, identified in their Individualized Transition Plan (ITP)/Individualized Education Plan (IEP). WorkAbility I may assist with career awareness, training opportunities and paid work experience.

WHAT HAPPENS AFTER MY SON/DAUGHTER IS PLACED IN THE COMMUNITY?

Before the student is placed in the community under WorkAbility I, an Business Workforce Specialist (BWS) will meet with the employer and write a training plan that is related to the job they will be learning. The WorkAbility program will pay minimum wage (currently \$7.50 per hour) during training. When the training ends, the employer can hire the student if a position is available or write a letter of recommendation to assist the student in finding a new job.

HOW DOES THE WORKABILITY I HIGH SCHOOL PROGRAM PARTNER WITH WIA?

WorkAbility I partners with the Workforce Investment Act (WIA) in preparing students for the world of work. The services provided under WIA may include the following:

- Vocational Assessment - Vocational interest skills and abilities surveys transition needs as related to their vocational goal.
- Career Exploration - The student and BWS investigate possible employment options and requirements.
- Job Search Techniques - A class of the world of work awareness, labor market and occupational information and career planning.
- Job Placement - Subsidized job training in the community through Work Experience.
- Support Services - WorkAbility I may assist students in purchasing required equipment or clothing for the job or assists in supporting transportation in getting to and from a work site.

DOES THE WORKABILITY I HIGH SCHOOL PROGRAM OFFER ANY ADDITIONAL SERVICES?

The BWS's are available to attend ITP/IEP meetings at the request of student, parent or teacher. At these meetings, the Business Workforce Specialist will provide an overview of employment services available at Sutter County One Stop. During the student's senior year, the BWS will coordinate with the Teacher/Case Manager from the area high schools to facilitate an orientation by the California Department of Rehabilitation, Alta California Regional Center and/or other agencies.

HOW DO STUDENTS ENROLL INTO THE WORKABILITY I HIGH SCHOOL PROGRAM?

Students who feel ready for a job in the community should contact their Special Education Teacher and let them know that they are interested in working after school hours or on weekends.

WHAT SERVICES ARE AVAILABLE AFTER SCHOOL IS COMPLETED?

WorkAbility I participants will have a vocational plan that addresses post high school services. They may include:

WorkAbility II

Workforce Investment Act (WIA)

Yuba College Disabled Students Programs and Services

WORKABILITY II

WHO DOES WORKABILITY II SERVE?

WorkAbility II is an innovative program for **Department of Rehabilitation** referrals that provides personalized job placement and training assistance.

WHAT DOES WORKABILITY II OFFER?

The WorkAbility II Specialist provides individualized services based on the client's vocational goal.

SOME OF THE SERVICES WORKABILITY II CAN PROVIDE INCLUDE:

- Job seeking skills
- Resume writing
- Interviewing techniques
- Successful applications preparation
- Individualized job placement services
- Workshops

WorkAbility II provides a system of ongoing support through a partnership with the Workforce Investment Act (WIA), Regional Occupational Program (ROP), and California Department of Rehabilitation for students and adults, to reach self-sufficiency and attain successful employment.

You also will receive follow-up services to assure a successful relationship exists between our agency, the employee, and employer.

HOW DO EMPLOYERS BENEFIT?

- Workshops
- Tax Credits
- OJT's
- Labor Market Information
- Referral Services

WHAT IS THE FEE TO ENROLL?

There is no cost to participants for this program. For further information call Linda Baker @ (530)822-5120, or Department of Rehabilitation @ (530)822-4591.

