

JOB HELP

Programs that help adults in the Columbus area find employment

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If you have questions, contact the program directly.

UNEMPLOYMENT COMPENSATION

To apply for unemployment compensation call: **1-877-644-6562** or go to www.unemployment.ohio.gov. Have available your:

- Social Security Number
- Drivers License or State I.D.
- Name, address and telephone numbers of all employers you have worked for within the last 18 months.

LOOKING FOR A JOB

Central Ohio Workforce Investment Corporation (COWIC)

Description: Workforce development and training center (one-stop) that offers free employment services for self-directed job searches. Free training & education based on eligibility determination/verification. Services are open to diverse populations, working & unemployed. Services include walk-in access to a career resource room, job fairs & job postings. Eligibility for training funds, career counseling & supportive services requires an appointment. Job search information is also available on the website at <http://www.cowic.org/>

Location: 1111 E. Broad Street, Columbus, OH 43205

Hours: Monday--Wednesday 8:30 am—5:30 pm; Thursday, 8:30 am--3 p.m.,
Friday 8:30 am —12 noon

Phone: (614) 559-5052

Columbus Urban League - Career Connection Services

Description: Career Counseling & Job Placement Assistance for Adults 18 Years or Older, Basic Computer Literacy and Advanced Microsoft Office Suite Training offered through our OSU Extension Learning Center, and Summer Youth Employment Programming targeting in-school youth ages 14-18.

Location: 788 Mt. Vernon Avenue, Columbus, OH 43203

Hours: 9:00 AM - 3:30 PM Monday-Thursday, walk-in for information, **services by appointment only.**

Phone: (614) 257-6300, ext. 106, website www.cul.org

Alvis House Community Reentry Center

Description: Orientation, job readiness, employment counseling & training for ex-offenders.

Location: 1991 Bryden Road, Columbus, OH 43205

Hours: Walk-in Orientation is on Thursdays at 10:00 am.

Phone: (614) 252-0660, ext. 250, website www.alvishouse.org

Community Employment Assistance Network (CEAN)

Description: Network of area employers, agencies, government, education and coaches.
Location: At various member sites
Hours: 2nd Thursday 8:45 am to 10:45 am
Phone: Email Eddie@EddiePowell.com and visit website: www.TheCEAN.Net

COVA (Center of Vocational Alternatives)

Description: Assists individuals with mental illness & related barriers to employment with programs to explore, secure & retain competitive jobs in the community. COVA also provides benefits consultation services for those receiving disability benefits who want to return to work.
Location: 3770 N. High, Columbus, OH 43214
Hours: **Walk in orientation held at COVA office Tuesday & Thursday at 1:30 pm.** No appointment necessary.
Phone: (614) 294-7117, website <http://www.cova.org/>

Dress for Success Columbus

Description: Dress for Success Columbus assists disadvantaged women with workplace appropriate clothing & career building tools as they prepare to return to the workforce. **A referral from a partner agency is required.** The 'Interview Suiting', includes a skirt or pant suit, shirt/blouse, footwear, nylons, handbag/briefcase, accessories and personal care products. The service is for women who are job ready & have an interview or job/career fair appointment. While women seek employment, they are welcome to use the Career Center in the Dress for Success Columbus facility. It provides computers, a printer, fax machine & written reference materials for professional development. Computers are equipped with internet access & self-led computer tutorials. Appointments with HR professionals to meet one-on-one for resume review & soft-skills training are scheduled twice a month. Once a woman secures a job, 'Employment Suiting' offers a week's worth of workplace appropriate clothing, footwear, accessories and personal care products. Membership in Professional Women's Group, our Employment Retention Program is available for women who are employed & received services through our Interview and Employment Dressing Program. **All Services are Free of Charge and by Appointment Only for every woman we serve.**
Location: 1204 North High Street, Columbus, Ohio 43201
Hours: Monday - Friday 8:30 AM - 4:30 PM
Phone: (614) 291-5420. (call if you need the name of a partner agency).
 Website: www.dressforsuccess.org/columbus

Forty Plus of Central Ohio

Description: Targeted to persons of all ages previously holding administrative, executive, technical, managerial, professional and other positions of responsibility. Provides job search training & office facility to support the search. Weekly meetings, featuring guest speakers who present upbeat & informative job search topics, are open to the public.
Location: 1100 King Avenue, Columbus, OH 43212
Hours: Guest Speaker Mondays at 9 am is open to members & visitors.
 Visitors are invited to a free orientation meeting following the guest speaker.
 Office hours Monday through Friday 9 am to 5:00 pm
Phone: (614) 297-0040, website <http://www.fortyplusoh.org>

Godman Guild—Job Success

- Description:** 30 hour work readiness class which includes career assessments, workplace skill building, and tools needed to obtain & maintain employment (such as online job searching, resume development, mock interviews, and stress management & time management techniques). Program includes: career coaching, job placement assistance & job retention assistance. Attend a 1 hour information session Monday, Tuesday or Wednesday at 10:00 am to hear more. No appointment needed.
- Location:** Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201
- Hours:** Class hours when enrolled: Monday-Friday 9:00 am - noon
- Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development/job-success/>

Godman Guild—OSU Extension Learning Center

- Description:** Walk-in computer lab where you can check job postings & conduct an Internet job search. One time only membership fee of \$ 5.00. Computer classes are also available—call or check the website for a current listing & cost.
- Location:** Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201
- Hours:** Monday: 3 pm – 5 pm: & Wednesday 9 am – 11:30 am
- Phone:** (614) 294-5476, website http://udistrick.osu.edu/computer_training.php

Godman Guild—Transitions

- Description:** Designed to assist adults to prepare for short-term, post-secondary education & to obtain livable wage employment. Includes: preparation & academic enrichment course, coaching & mentoring during post-secondary education, job placement & job retention support & financial incentives. Stop in & fill out an application. Call for session start dates.
- Location:** Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201
- Hours:** 9am to 12 noon Mondays, Wednesdays, and Fridays
- Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development-i-4.html>

Godman Guild (in partnership with New Directions Career Center and Consumer Credit Counseling Services)—E3

- Description:** Designed to assist women (ages 18 and over) to prepare for short-term, post-secondary education & to obtain livable wage employment. Includes: preparation & academic enrichment course, coaching & mentoring during post-secondary education, job placement & job retention support & financial incentives. Stop in & fill out an application. Call for session start dates.
- Location:** Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201 and
New Directions Career Center
199 E. Rich Street, Columbus, Ohio
- Hours:** Tuesdays and Thursdays: 6 pm – 9 pm : & some Saturdays 9 am – 3:30 pm
- Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development-i-4.html>

Goodwill Columbus

- Description:** Goodwill Columbus's Workforce Development Division offers vocational rehabilitation services to people with disabilities and other barriers to employment. We provide a range of services designed to help individuals prepare to go back to work & to find & keep employment. Our services include occupational skills training, transitional work (in-house/community

based), job-seeking skills classes, soft-skills classes, job development, job placement & job coaching. We also offer a **new** STNA training class. Most of the people we work with are referred by a third-party provider, such as the Ohio Rehabilitation Services Commission, the Veterans Administration, or the Bureau of Workers' Compensation. We currently offer a Work Readiness Workshop that is available to the public.

Location: 1331 Edgehill Rd. Columbus, OH 43212
Hours: Monday-Friday 8 am – 4:00 pm
Phone: Call (614) 583-0103 or (614) 583-0253 to discuss your current needs and eligibility for services; website: www.goodwillcolumbus.org/workforce/

IMPACT Community Action- Employment Plus Program

Description: Workforce development training for income eligible individuals/families. Services include individual employment plans, paid job training, job coaching, National Work Readiness certification, computer training, referrals & additional support to address other barriers to employment & self-sufficiency. Individuals must have photo identification for household members ages 18 and over, Social Security Cards for all household members and 90 Days proof of Income.

Location: 700 Bryden Road, Columbus, OH 43215
Hours: Monday-Friday, 9 am - 4:30 pm. **All employment services by appointment only.**
Phone: (614) 252-2799, website www.impactca.org

Jewish Family Services

Description: Employment counseling, employment & career coaching, job listings & job placement assistance, career assessment testing, entry level, dislocated worker & refugee employment programs.

Services are available to ALL Job Seekers.

Location: 1070 College Avenue, Columbus, OH 43209
Hours: Call for an appointment.
Phone: (614) 237-9675, website <http://www.jfscolumbus.org/JobSeeker.asp>

Metro Columbus Christian Job Corps

Description: Life skills, pre-employment training & mentoring for unemployed women and men. Classroom training is for 8 wks, 6 hrs/day & 4 days/week. Biblically based program.

Location: 888 Parsons Avenue, Columbus, OH 43206
Hours: Call for an appointment.
Phone: (614) 445-6776, email vj_mccwjc@gmail.com

National Center for Urban Solutions

Description: Provides training in Customer Service Management, Entrepreneur & Small Business Development, 2007 Microsoft Office Specialist, Financial Management: Fundamental Accounting, HVAC-R, Business Administration, Computer Information Systems, General Construction, Hospitality, Life Strategies Coach, Management Information Systems, General Construction, Hospitality, STNA, 2007 Microsoft Office Specialist Accelerated..

Location: 899 E. Broad Street, Suite 450, Columbus, OH 43205
Hours: Monday-Friday 9 am – 3 pm. Call for an appointment. Walk-ins also welcome.
Phone: (614) 857-1811, website <http://www.ncusolutions.org>

New Directions Career Center (formerly Center for New Directions)

- Description:** Individual, classroom & on-line job readiness, career development & placement services available to program graduates. Financial aid, bus passes & childcare assistance available. Representatives from area employers, schools, training programs & others are available on-site. Continuing education scholarships are available to Center clients.
- Location:** 199 E. Rich Street, Columbus, OH 43215
- Hours:** Monday-Friday, 8:30 am – 4:30 pm; walk in or call for more information & to make an appointment.
- Phone:** (614) 849-0028, website www.newdirectionscc.org

Shared Resource Network, Inc.

- Description:** Hosts tele-seminars, trainings, ebooks, books & other materials useful for job seekers ranging from first-time job seekers to those that want their next position.../fast!, produces a weekly 30 minute television program aimed at "jobs, careers, and hot opportunities in the marketplace" aired on the five signals in the Central Ohio Association of Christian Broadcasters, Inc. network of stations including Columbus, Delaware, Marion, Kenton & Ontario/Mansfield markets. Eddie Powell hosts with different weekly guests discussing job & career helps, particular career choices, starting your own business & other valuable information to job seekers, career climbers & career changers.

SRN also offers Small Business Development Training in classes & one-on-one fee-based consulting. This is designed for persons looking to start a small business or want to grow their business. In many instances, people want to supplement their income, move out of corporate life & into their own business, or follow that passion that they have been hiding within for many years. Eddie Powell is the US Small Business Administration 2007 Journalist of the Year, Region V (several states including Ohio, headquartered in Chicago), a business consultant & college professor. Instruction, training & speaking on business & job creation are hallmarks of Mr. Powell's career.

- Website:** www.TheSRN.com

The Salvation Army Career Enhancement Center

- Description:** **Free services:** Job Readiness, Career Assessments & Career Guidance are available to all Franklin County residents.

All training modules are available through group workshop trainings or by individual appointment sessions as well as during our open lab hours. Training modules range from 3 to 100 hours.

During open lab & group workshops, participants also have access to our labor market & employment information reference library.

With all services, educational/employment linkage is offered through a partnership with a Career Developer.

The Purpose of the Job Readiness Modules are to: Learn and enhance networking skills to aid with job searching needs, to successfully learn the skills needed for completion of job applications, to gain and enhance interviewing skills, to learn and determine appropriate resume styles, to create a resume and cover letter that will aid the

interview process, to gain effective communicate skills that highlight one's strengths to employers, to learn and enhance financial literacy skills and to provide basic computer training to increase employability.

Assessment Services: Academic, Employability, Career Assessments, Career Exploration and Career Planning.

Job Retention/Advancement Services: Learn how your attitude can get or help you keep a job. Learn how to be an effective team member and how to get along with your supervisor. Learn the importance of a strong work ethic as well as the role diversity, conflict resolution, substance abuse and handling stress in the workplace play in job retention/advancement services.

Location: 966 E. Main Street, Columbus, OH 43205
Hours: Monday – Friday 8:30 am – 5 pm. Call for an appointment.
Phone: (614) 358-2612 or (614) 358-2611,
Website: <http://www.salvationarmycolumbus.org/programs/career.html>

Vision and Vocational Services (formerly known as Vision Center of Central Ohio)

Description: Full range of vocational services for people with disabilities.
Work Evaluation: a series of paper-and-pencil tests, interest inventories, and work samples to assist in determining vocational strengths, limitations and potential careers. Community-based assessment can also be performed in an employer's work place when best for the client.

Work Adjustment: an individualized program directed to improve specific work behaviors/attitudes to increase the likelihood of success in employment. This can occur in our production setting or in a community employer's work site.

Job Development and Placement: training & assistance in job seeking skills (resume, interviewing, contacting employers). Work with consumer to arrange interviews, accommodations for success networking & securing employment. 90 days of follow up. We also assist with **Home Based Employment Services**.

Job Coaching: one-on-one training to learn or maintain a job, including learning job and inclusion in the work setting.

For employers, we perform **Brailing of documents & accessibility assessments**.
Training on technology and adaptive aides for people with visual impairments to get or retain a job.

Location: 1393 N. High Street, Columbus, OH 43201
Hours: 8:00 am to 4:30 pm, Monday-Friday: excluding holidays. Call for information or for an appointment
Phone: (614) 294-5571, <http://www.visionandvocationalservices.org>

WrightChoice, Inc.

- Description:** Prepares underrepresented talent with the resources needed to be successful and productive in the workplace. This includes career coaching, internship placements, mock interviewing and a pre-professional law program for minority college students & students with disabilities.
- Location:** 6230 Busch Blvd. Suite 101, Columbus, OH 43229
- Hours:** By appointment.
- Phone:** (614) 802-2364, <http://www.wrightchoice.org/index.php>

PROGRAMS FOR OLDER WORKERS**AARP Foundation WorkSearch**

- Description:** A Senior Community Service Employment Program. Offers work training program for low income job seekers age 55 & over in Franklin, Delaware, Licking & Madison counties. Participants are assigned to paid temporary training assignments with local community organizations while continuing their search for a permanent job. Participants receive individualized job development & referral services. Specialized training and on-the-job training are also available. Age, income and residency requirements apply.
- Locations & phones:** 1393 E. Broad Street, Suite 105, Columbus, OH 43205, (614) 258-7295
5320 E. Main Street, Suite 600, Whitehall, OH 43213, (614) 322-0600
998 E. Main Street, Newark, OH 43055, 1(740) 670-8873
- Hours:** For more information or to schedule an appointment, call one of the offices
Monday-Friday 9 am – 4 pm
Website <http://www.aarpworksearch.org/pages/default.aspx>

Employment for Seniors, Inc.

- Description:** Provides support, assistance & referral services to senior job seekers age 50 years and older. Services include a registration & counseling process between a client & a Volunteer Career Counselor in the EFS office. The initial interview is a scheduled appointment that provides the client with information on services and programs, review of current job postings & the follow up process. The counselor will review the client's resume & career materials, providing resources as necessary. They will also discuss those jobs currently posted on the EFS Job Match System & give application & referral information as appropriate. Regularly reaches out to the employer community to bring awareness of the talent available in our mature job seekers, as well as to secure additional position postings for our Job Match database.

In addition, EFS regularly sponsors workshops for senior job seekers to gain additional training in development of their resumes, cover letters, how to develop their own business, networking, etc. Holds annual Central Ohio **Senior Career Expo**, a one-day educational and placement event which brings employers and applicants together.

- Location:** 4500 East Broad Street, Columbus, OH 43213
- Hours:** **Call for appointment** 9 am – 1 pm, Monday-Friday.
- Phone:** (614) 863-1219, website <http://employseniors.org/index.htm>
- Email:** info@employseniors.org

Senior Employment Center – a Division of Mature Services, Inc

- Description:** Provides opportunities for training & employment to adults 55+ through the Senior Community Service Employment Program (SCSEP).
- Location:** 3400 N. High Street Suite 401, Columbus, OH 43202

Hours: Mon. – Fri., 9:00 am – 5:00 pm
For more information or to schedule an appointment call--

Phone: (614) 586-1975 or (866) 487-1687 (toll free)
<http://matureservices.org/seccolumbus.php>

PROGRAMS FOR IMMIGRANTS

Community Refugee and Immigration Services

Description: Employment counseling, individualized soft-skills training, job development & placement assistance, resume preparation, help with job-related translation & interpretation. Job Readiness Assistance Classes are offered. Services are free & available to refugees, asylees & low-income immigrant families & to other legal immigrants.

Locations: 4889 Sinclair Road, Suite 111, Columbus, Ohio 43229

Hours: Monday – Thursday from 8:30 am - 4:30 pm, Fridays from 8:30 am until 2:30 pm, preferable to call first to determine which services are appropriate & what documents to bring to the appointment.

Phone: (614) 987-1644

Website: <http://www.cris-ohio.com/employmentservices.html>

Jewish Family Services

Description: Refugees that qualify for TANF funding (200% of poverty or below) can utilize the Franklin County Job and Family Services grant funded program at the JFS Career Center. Staff provides orientation to the work force, prepares persons for job interviews, provides opportunities to interview & provides support services to the employee and employer for the first 4 months of employment.

Location: 1070 College Avenue, Columbus, OH 43209

Hours: Monday – Friday 9 am – 5 pm by appointment only.

Phone: (614) 237-9675, website <http://www.jfscolumbus.org/JobSeeker.asp>

PROGRAMS FOR VETERANS

AMVETS Career Center

Description: Provides free career, training & employment assistance for veterans, active duty service members & members of the National Guard & Reserves who have served honorably. Hosts the Veterans Career Assistance Program (VCAP), a free workshop that provides instruction on resumes, networking, interviewing and job search techniques. Operates www.ohiovetscan.com a job search website that matches veterans with military/veteran-friendly employers.

Location: 1395 E. Dublin-Granville Road, Suite 205, Columbus, OH 43229

Hours: Monday-Friday, 8 am - 4 pm, and by appointment

Phone: (614) 431-6990, Ext. 126

Email: info@amvetscarercenter.org

Website: <http://www.amvetscarercenter.org/>

Ohio Department of Job & Family Services

Description: **Intensive Career Services:** Career guidance, resume assistance, job coaching on overcoming employment obstacles – all services free of charge.
Job referrals: A job search tool www.ohiomeansjobs.com allows you to view job opportunities throughout the state.

Location: 1111 E. Broad Street, Columbus, OH 43205
Hours: Monday-Friday, various times
Phone: For more information call: (614) 559-6058, website <http://jfs.ohio.gov/veterans/>

Volunteers of America – Homeless Veterans Reintegration Program (HVRP)

Description: Offers employment assistance services (including transportation assistance, access to a computer resource center, job leads & other employment related services) to male/female **veterans** who are currently homeless, who have at least one (1) day of documented active duty & who have separated from the military with any discharge other than a dishonorable discharge

Location: 567 West Broad Street, Columbus, Ohio 43215
Hours: Monday –Thursday -- 8:00 am - 5:00 pm.
Friday – 12 Noon - 5:00 pm.
Phone: (614) 351-1881, website <http://www.voago.org/>

ON-LINE JOB SEARCH

Columbusjobs.com/Monster

Description: This is on the *Columbus Dispatch* website. It offers job searches by location & job title, resume postings, job ads from the *Sunday Dispatch*, advice on finding employment & other features.

Website: <http://www.columbusjobs.com/monster/content/index.html>

Ohiomeansjobs.com

Description: This website combines electronic job opportunities from all the major commercial job boards, national & Ohio Fortune 100 companies & state of Ohio jobs.

Website: <https://ohiomeansjobs.com/omj/>

USAJobs.com

Description: This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs & employment information.

Website: <http://www.usajobs.gov/>

State of Ohio Jobs

Description: State of Ohio's Career Opportunity Page
Website: <http://careers.ohio.gov/>

City of Columbus Jobs

Description: City of Columbus Civil Service Commission's Employment Center
Website: <https://csc.columbus.gov/webapp/>

Franklin County Jobs

Description: Franklin County Employment Opportunities by Agency
Website: <http://www.franklincountyohio.gov/fc/content/employment.cfm>