

August 2009

## JOB Help

### Programs that help adults in the Columbus area find employment

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](http://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) -- JOBLeaders

**Description:** Free one-stop employment services for self-directed job searches. Free training and education based on eligibility determination/verification. Services are open to young and old, working and unemployed. Services include walk-in access to a career resource room, job fairs and job postings. Eligibility for training funds, career counseling and supportive services requires an appointment. Job search information is also available on the website at <http://www.cowicjobleaders.org/>

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

**Hours:** Monday--Wednesday 9 am--6 pm; Thursday, 9 am--4 p.m., Friday 9 am—12 noon

**Phone:** (614) 559-5052

#### Columbus Urban League - Career Development Services

**Description:** Career Counseling, Three Week Job Readiness Training, Job Placement Assistance, Employment Services targeting Young African American Males 18-24, Workforce/Educational Programming for At-Risk Older Youth Ages 18-21, and Summer Youth Employment Programming targeting 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 and services by appointment.

**Phone:** (614) 257-6300, ext. 106, website [www.cul.org](http://www.cul.org)

#### Community Connection Division, Alvis House, Inc.

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

**Location:** 993 E. Main Street, Columbus, OH 43205

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

**Phone:** (614) 252-0660, ext. 5523, website <http://www.communityconnectionohio.com/>



## Community Employment Assistance Network (CEAN)

- Description:** Network of area employers, agencies, government, education and coaches. Operates a FREE Job Bank and Resume Bank [www.GoldDuck.com](http://www.GoldDuck.com)
- Location:** Franklin University, Phillips Hall, Main & Grant, Downtown or member sites
- Hours:** 2nd Thursday 8:45 am to 10:45 am
- Phone:** Email-[Eddie@EddiePowell.com](mailto:Eddie@EddiePowell.com) and visit website: [www.TheCEAN.Net](http://www.TheCEAN.Net)

## COVA (Center of Vocational Alternatives)

- Description:** Assists individuals with mental illness & other barriers to employment with job development counseling, linkage to community services, outreach & direct employment services, benefits consultation for persons receiving Social Security benefits & Rehabilitation Readiness classes for persons diagnosed with mental illness. Services include Resource Center open 8 am – 5 pm daily and until 8 pm on Wednesdays.
- Location:** 3770 N. High, Columbus, OH 43214
- Hours:** Walk in orientation held at COVA office **Tuesday and Thursday at 1:30 pm, and Friday at 11:00 am.** 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:** 1260 North High Street, Columbus, Ohio 43201, between 5th and 6th Avenues COTA Bus Service on lines 2, 5 and 8. Free parking located off of Courtland Avenue. Meter parking located on High Street.
- Hours:** Monday - Friday 8:30 AM - 4:30 PM
- Phone:** (614) 291-0431, **(call if you need the name of a partner agency).**  
Website: [www.dressforsuccess.org/columbus](http://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 and office facility to support the search. Weekly meetings, featuring guest speakers who present upbeat and 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 and 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:** 4-week intense job readiness class which includes career assessments, computer skills instruction, financial literacy and skills needed to obtain and maintain employment (such as online job searching, resume development, mock interviews, and stress management and time management techniques). Program includes: case management, job placement, job retention assistance and free babysitting during class. Call for session start dates.

**Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201

**Hours:** Monday-Friday 8:45 am - 3:15 pm

**Phone:** (614) 294-5476, website [http://www.godmanguild.org/employment\\_success.htm](http://www.godmanguild.org/employment_success.htm)

### **Godman Guild—OSU Extension Learning Center**

**Description:** Walk-in computer lab where you can check job postings and conduct an Internet job search. One time only membership fee of \$ 5.00. Computer classes are also available—call for a current listing.

**Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201

**Hours:** Monday: 9 am – 12 Noon & Wednesday: 3 pm – 5 pm

**Phone:** (614) 294-5476, website [http://www.godmanguild.org/learning\\_center.htm](http://www.godmanguild.org/learning_center.htm)

### **Goodwill Columbus**

**Description:** Offers services to people who have disabilities or other barriers to employment. Provides vocational instruction, job seeking skills classes, job development and job placement. Most of the people we work with are referred by a third party provider like Bureau of Vocational Rehabilitation, Veterans Administration or Bureau of Workers Compensation. However, we often are able to serve individuals through other programs that do not require a referral source.

**Location:** 1331 Edgehill Rd. Columbus, OH 43212

**Hours:** Monday-Friday 9 am – 3:30 pm

**Phone:** (614) 583-0103 or (614) 583-0253 to discuss your current needs and eligibility for services. website <http://www.goodwillcolumbus.org/workforce/>

### **IMPACT Community Action (formerly Columbus Franklin County Community Action Agency)**

**Description:** Free employment services targeting low income individuals/families. Services include assessments; individual employment plans used to target any additional needs of the client and referrals to agencies assisting with other barriers to employment. Has resume workshops on Tuesdays and Thursdays from 10 am -3 pm.

**Location:** 700 Bryden Road, Columbus, OH 43215

**Hours:** Monday-Friday 9 am - 4:30 pm. **All employment services by appointment only.**

**Phone:** (614) 453-1712, website [www.impactca.org](http://www.impactca.org)



## Jewish Family Services

- Description:** Employment counseling, employment and career coaching, job listings and job placement assistance, career assessment testing, dislocated worker and 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>

## National Center for Urban Solutions (formerly TEACH TEC)

- Description:** Provides certified training in the areas of: Entrepreneur and Small Business Development; Customer Service Management; Medical Insurance Billing; Financial Management; IT Services; Microsoft Office Applications Specialist; Life Strategies Coach and HVAC-R.
- 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>

## Neighborhood House Resource Center

- Description:** **Free employment services.** Overall Job Readiness Training (JRT), assistance with job search, resume, coversheet development; online job search, online application assistance, basic computer literacy class, soft skills training, referral to Trade Schools, employment & career counseling; interviewing tips, Credit Counseling series (classes). **Business education classes** for start-ups & the self-employed; & business development counseling.  
**Individual business plan writing** by appointment.  
**Free, open computer lab** for adult job seekers, Monday-Friday 9 am – 5:45 pm  
**Other services at NHI—Childcare Center, Outpatient Drug & Alcohol Treatment, Food Pantry, Family 2 Family program, Youth & Family, Senior and Refugee Immigrant Services and Transportation Services to visit loved ones in correctional institutions.**
- Location:** 1060 Mt. Vernon Avenue, Columbus, OH 43203
- Hours:** By appointment.
- Phone:** (614) 251-8262, website [www.neighborhoodhouseinc.org](http://www.neighborhoodhouseinc.org)

## New Directions Career Center (formerly Center for New Directions)

- Description:** Individual, classroom and on-line job readiness, career development and placement services available to graduates of the programs. Financial aid, bus passes and childcare assistance available. Representatives from area employers, schools, training programs and 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 and to make an appointment.
- Phone:** (614) 849-0028, website [www.newdirectionscc.org](http://www.newdirectionscc.org)

## Shared Resource Network, Inc.

- Description:** Hosts tele-seminars, trainings, ebooks, books, and 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, and Ontario/Mansfield, Ohio markets. Eddie Powell hosts with different weekly guests discussing job and career helps, particular career choices, starting your own business, and other valuable information to job seekers, career climbers, and career changers. Website is [www.TheSRN.com](http://www.TheSRN.com)

## **The Salvation Army Career Enhancement Center**

**Description:** **Free services:** Job Readiness, Career Assessments, and Career Guidance are available to all Franklin County residents. Individuals residing in 43203, 43205, 43211, 43224 zip codes have priority.

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

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

With all services, Educational/employment linkage is offered.

**The Purpose of Basic Job Readiness Modules is to:** Learn or Enhance, Networking Skills to learn about job openings, Successful Completion of Job Applications, How to Interview to Get the Job, Learn and Determine Appropriate Resume Styles, Creating a Resume and Cover Letter That Will Get the Interview, Learn how to Effectively Communicate Skills to Employers, Creating a Budget to Determine Salary Needs, and Basic Computer Training and its' Importance in Today's Workplace.

**Assessment Services:** Academic, Employability, Career Assessments, Career Exploration, Career Planning, and Occupational Testing are conducted on a weekly basis.

**Job Retention/Advancement Services:** Learn How Your Attitude Can Get or Help You Keep a Job, How to be an Effective Team Member, How to Get Along With Your Supervisor, Work Ethic, Diversity, Conflict Resolution, Substance Abuse and Handling Stress in The Workplace.

**Location:** 966 E. Main Street, Columbus, OH 43205

**Hours:** Monday – Friday 8:30 am – 5 pm. Call for an appointment.

**Phone:** (614) 358-2612, website <http://www.salvationarmycolumbus.org/programs/career.html>

## **United Cerebral Palsy of Central Ohio – Careers Unlimited**

**Description:** **Populations served:** Individuals with various mental, physical and other disabilities.  
**Services provided:** Job seeking skills training, community base/work adjustment, career planning assessment, job development, job placement, job coaching, follow along and retention.

**Location:** 440 Industrial Mile Road, Columbus, OH 43228

**Hours:** By appointment

**Phone:** (614) 279-0109, website <http://www.ucpofcentralohio.org/CareersUnlimited>



## 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. Also called 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 and assistance in job seeking skills (resume, interviewing, contacting employers). Work with consumer to arrange interviews, accommodations for success networking and 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 and 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>

## Programs for Older Workers

### AARP Foundation WorkSearch

**Description:** A Senior Community Service Employment Program. Work training program for low income job seekers age 55 and over in Franklin, Delaware, Licking and Madison counties. Participants are assigned to paid temporary training assignments with local community organizations while receiving individualized job development and referral services. Specialized training and on-the-job training are also available.

**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:** Employers are looking for qualified, mature employees. The mission of Employment for Seniors, Inc., is to place our qualified clients into gainful employment which is mutually beneficial to both the person and the employer, at no charge to either. To start the process of using Employment for Seniors, new clients should call the office to set up their initial appointment (this appointment must be scheduled as we are not able to handle walk-in traffic). Volunteer counselors will assist mature job seekers



through this interview and registration process and then walk clients through the matching process, to receive the information necessary to pursue the employers and posted positions. Clients receive the support & information they need in their job search process.

**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>

### **Mature Services, Inc. – Senior Community Service Employment Program**

**Description:** Mature Services Senior Employment Center provides opportunities for training and employment to adults 55+ through the Senior Community Service Employment Program (SCSEP). As one of 14 national grantees under the U. S. Department of Labor as well as a provider for the Ohio Department of Aging, Mature Services serves clients in several Ohio counties. Formerly known as Senior Workers Action Program, the agency has been in operation for more than 30 years.

**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://www.senioremploymentcenter.org/senioremploymentcenter.php>

## **Programs for Immigrants**

### **Community Refugee and Immigration Services**

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

**Locations:** 3628 Bexvie Avenue, Columbus, Ohio 43227  
4889 Sinclair Road, Suite 111, Columbus, Ohio 43229  
3000 West Broad Street, Columbus, Ohio 43204

**Hours:** Monday – Friday from 8:30 am - 4:30 pm, preferable to call first to determine which services are appropriate and what documents to bring to the appointment.

**Phone:** (614) 235-5747 (for Bexvie Ave location),  
(614) 880-0114 (for **Employment Services** at Sinclair Rd location)  
(614) 279-1354 (for W. Broad St location)

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 and 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

### 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.  
**Ohio Transition Assistance Program:** Free monthly workshop for veterans, active duty personnel and their spouse. Job search techniques that get results—how not to be screened out, acing interviews, networking boot camp, veteran benefits, applying for government jobs, and insider tips from local HR staff.  
**Job referrals:** A job search tool [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) allows you to view job opportunities throughout the state.
- Location:** Job Leaders, 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 and other employment related services) to homeless male/female **veterans** who are currently homeless or previously homeless, who have at least one (1) day of documented active duty and 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 – 8:00 am - 2:00 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 and job title, resume postings, job ads from the *Sunday Dispatch*, advice on finding employment and other features.
- Location:** On line.  
**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 and Ohio Fortune 100 companies and state of Ohio jobs.
- Location:** On line.  
**Website:** <https://ohiomeansjobs.com/omj/>

