

May 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 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, Four Week Job Readiness/Computer Literacy Training, Job Placement Assistance, Employment Services targeting Young African American Males 18-29, Workforce/Educational Programming for At-Risk Older Youth Ages 18-21, and Summer Youth Employment Programming for Ages 14-21.

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

Hours: 8:30 am -- 4:30 pm Monday-Thursday, walk-in for information and services by appointment

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

Columbus Works, Inc.

Description: Intensive job training, placement and retention services for out-of school youth and young adults

Location: 376 E. Main Street, Columbus, OH 43215

Hours: 8 am – 4 pm, walk in or call for an appointment

Phone: (614) 220-4030, website <http://columbusworks.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
Location: Franklin University, Phillips Hall, Main + Grant, Downtown or member sites
Hours: 2nd Thursday 8:45am to 10:45am
Phone: Email-Eddie@EddiePowell.com and visit website: 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. This service is for women who are job ready & have an interview or job/career fair appointment. While women seek employment, they are welcome to utilize the Career Center in the Dress for Success Columbus facility. Career Center 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



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 4:30 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 6th 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

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 6th 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

Goodwill Columbus

- Description:** Goodwill Columbus's JOBS Program is a 4 week, intensive job placement program that includes job seeking skills training, support classes and employment assistance. To be eligible, you need to receive or be a member of family that gets Ohio Works First cash assistance or you receive other FCDJFS benefits (food stamps, Medicaid) OR you meet the income eligibility requirements based on household income AND have a minor child residing in Ohio. On their first day, participants need to bring in the OPEN form and/or Work Activity Referral form, which can be obtained from their FCDFJS workforce development worker. A new 4-week program starts every Monday. Please contact Shana Harris (614-583-0276) or Lori Collins (614-583-1273) to schedule an appointment to come in and get started.
- Location:** 1331 Edgehill Rd. Columbus, OH 43212
- Hours:** Monday-Friday 9 am – 3:30 pm
- Phone:** **For more information, call Shana Harris, (614) 583-0276, or Lori Collins, (614) 583-1273, 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

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>

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

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

Salvation Army

Description: **Free services:** Career Exploration, Guidance and Job Readiness Services available. Services may be accessed by utilizing the open lab or workshops.



Basic Job Readiness Workshops: to learn or enhance, networking skills, how to successfully complete job applications, how to interview to get the job, learn the resume styles, determine your appropriate resume style, and determine and create a resume and cover letters that will get you an interview, learn how to effectively communicate your skills to employers, create a budget to determine your salary needs, and basic computer trainings.

Career Exploration Services: Career Assessments, career exploration, career planning, and occupational testing available.

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.

All services are available to all Franklin County residents. Individuals residing in 43203, 43205, 43211 & 43224 zip codes have priority. With all services, Educational/employment linkage is offered.

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>

TEACH TEC (TEACH Enterprise, Inc.)

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.teachenterprise.com>

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, financial stability classes, community base/work adjustment, career planning assessment, job development, job placement, job coaching, follow along, retention, assistive technology evaluation and occupational therapist services

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 program can occur in our production setting, our office setting, our print shop, or in a community employer's work site.

Job Development and Placement: training and assistance in job seeking skills (resume, interviewing, contacting employers). Arrange interviews and work with the employers, if needed, on accommodations for success. 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 **ADA training, accommodation consultations, Braille 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, we are not able to handle walk-in traffic). Volunteer counselors will assist mature job seekers through this interview and registration process, 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) 840-9634 (for 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.
Veterans Short-term Training Program: Funding for licensure, certification, or other short-term training, including the cost of books, uniforms, tools, etc.
Job referrals: All veterans receive priority in our job bank: www.scoti.ohio.gov, a new job search tool 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/>

