

# JOB HELP

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

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*If you have questions, please 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) / OhioMeansJobs

**Description:** Workforce development and training center 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. Orientation is Monday- Wednesday at 9a.m. or 2 p.m. 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 —12:00 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 & Advanced Microsoft Office Suite Training offered through our OSU Extension Learning Center & Summer Youth Employment Programming for in-school youth ages 14-18.

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

**Hours:** 8:30 AM - 5:00 PM Monday-Thursday, walk-in or call for information

**Services by appointment only.**

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

#### Columbus Metropolitan Library – Job Help Centers

**Description:** Get job help at all Columbus Metropolitan Library (CML) Branches. CML has FREE Job Help Centers at all 21 branches with dedicated staff and volunteers to help you find a job. Visit [columbuslibrary.org](http://columbuslibrary.org) for more information.

**Location:** At all 21 CML locations

**Hours:** Vary based on location

**Phone:** (614) 645-2275

**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 **begins on Thursdays at 9:00 am.** It goes to 12:00 Noon  
Please come with current Picture ID (or Offender Release Card) and Social Security Card.  
**Phone:** (614) 252-0660, ext. 223, website [www.alvishouse.org](http://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](mailto:Eddie@EddiePowell.com)

**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 selection of a skirt or pant suit, shirt/blouse, footwear, nylons, handbag/briefcase, jewelry, accessories and personal care products with a Personal Shopper. The service is for women who are job ready & may 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 with internet and self-led tutorials, a printer, and reference materials for professional development. One-on-one appointments with HR professionals for resume development/review & soft-skills training are scheduled every Friday. 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 Employment Retention Program is available for women who are employed & received services through the Interview and/or Employment Dressing Program. **All Services are Free of Charge for every woman served and by Appointment Only.**  
**Location:** 1204 North High Street, Columbus, Ohio 43201  
**Hours:** Monday - Friday 8:30 AM - 4:30 PM (Saturday Suitings available twice a month)  
**Phone:** (614) 291-5420. (Call if you need the name of a partner agency).  
**Website:** [www.dressforsuccess.org/columbus](http://www.dressforsuccess.org/columbus)

### Career Transitions Institute (formerly known as 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 & the 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.careertransitioninstitute.org>

### Godman Guild—Work Readiness Program (formerly 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 6<sup>th</sup> Avenue, Columbus, OH 43201
- Hours:** Class hours when enrolled: Monday-Friday 9:00 am – 12:00 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 6<sup>th</sup> Avenue, Columbus, OH 43201
- Hours:** Monday: 3:00 pm – 5:00 pm: & Wednesday 9:00 am – 11:30 am
- Phone:** (614) 294-5476, website [http://udistrick.osu.edu/computer\\_training.php](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 6<sup>th</sup> Avenue, Columbus, OH 43201
- Hours:** 9:00 am to 12:00 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 6<sup>th</sup> 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. Also offered is an STNA training class. We also are an “Access Point” for the Central Ohio Workforce Investment Corp.: adult jobseekers living in Franklin County can use our Access Point for a job search at no charge. Available through the Access Point are a week-long work readiness workshop and a 6-hour computer basics class that are open to the public. Many of the people we work with are referred by a third-party provider, such as the Opportunities for Ohioans with Disabilities Agency, Veterans Administration, or the Bureau of Workers’ Compensation.

**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/](http://www.goodwillcolumbus.org/workforce/)

### Henkels & McCoy, Inc. – Training Services

**Description:** **Partnering to Work (17 and older)**

This workshop series is designed to help all job seekers, including those that need additional assistance due to past criminal record, or incomplete work history. The series includes: a skills inventory, resume development, interviewing, networking, searching for and applying for employment online. This workshop is a 1-week commitment Monday-Friday 9:00am – 12:00pm and begins every 1st, 2nd and 3rd Monday of the month. At the end of this workshop those interested can enroll into either our Adult (18 and older) or Youth Career Pathways (17-21) programs that will provide access to more concentrated, individualize training opportunities, certifications, supportive services, and one-on-one job placement assistance.

**Location:** H&M Community Success Center, 1336 E. Main Street, Columbus, OH 43205

**Hours:** Monday-Thursday 8:30 am—4:00 pm; Friday, 8:30 – 12:00 pm

**Phone:** (614) 221-3398

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

### Jewish Family Services

**Description:** Career coaching, job listings & job placement assistance, 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 6 wks, 6 hrs/day & 2 days/week. Our programs are open to men and women. Our Life Style classes include Anger Management, Financial Literacy, and Computer Training. Our Jobs for Life classes are designed to assist individuals understand all they can be, and then a personal mentor is assigned to each participant. Services are free. Program is Biblically based.  
**Location:** 888 Parsons Avenue, Columbus, OH 43206 (Stowe Baptist Center)  
**Hours:** Call for an appointment.  
**Phone:** (614) 445-6776, email [vjmccjc@gmail.com](mailto:vjmccjc@gmail.com)

### New Directions Career Center (NDCC)

**Description:** NDCC is a non-profit organization that empowers women in transition to achieve financial independence through our career and employment-related programs. While certain programs are exclusively for women, the majority of services are available to all adults. Transportation assistance and childcare assistance available to clients enrolled in core programming. Placement services, individual career counseling, and opportunities to meet recruiters from area employers are available to program graduates. Continuing education scholarships and two free outfits of professional attire are available to female program graduates. Workshops related to basic computer use, personal finance, and additional job search and career development topics are available on-site to the general public.  
**Program Cost:** Sliding fee scale available  
**Address:** 199 East Rich Street, Columbus, Ohio 43215  
**Contact:** (614) 849-0028 | [programs@newdirectionscc.org](mailto:programs@newdirectionscc.org) | [www.NewDirectionsCC.org](http://www.NewDirectionsCC.org)

### Per Scholas Columbus

**Description:** Provides technology education, access, training and job placement services for people in underserved communities  
**Location:** 112 Jefferson Avenue, Columbus 43215  
**Hours:** Apply on line or call for an appointment  
**Phone:** (614) 824-4777, Email: [columbus@perscholas.org](mailto:columbus@perscholas.org) Website: <http://perscholas.org/columbus/>

### The Salvation Army Career Enhancement Center

**Description:** **Free services:** Job Readiness, Career Assessments Career Guidance, & GED preparation are available to all Franklin County residents. Case management offered through partnership with Salvation Army Career Developer.

**Training modules offered:** Career Exploration, Resume Creation, Job Seeking Strategies, Financial Literacy, Employer Expectations, and Interviewing Techniques.

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

**The Purpose of the Job Readiness Modules is:** To explore careers that are suitable to their personality types; To help clients 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; 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.

**GED Preparation Class:** Includes a small group learning environment; Assesses for learning disabilities, Test taking strategies reviewed; Self-paced learning; Pre- and post-test; Traditional study in specific areas

**Location:** 966 E. Main Street, Columbus, OH 43205  
**Hours:** Monday – Friday 9:00 am – 2:00 pm. Call for an appointment.  
**Phone:** (614) 358-2611 or (614) 358-2612  
**Website:** [www.salvationarmycentralohio.org](http://www.salvationarmycentralohio.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 SCSEP (formerly known as 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 is at

<http://www.aarp.org/foundation><<https://access.aarp.org/DanaInfo=www.aarp.org+foundation>

### 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.

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. EFS 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](mailto:info@employseniors.org)

### Mature Services Employee & Training Solutions

**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. Services are free & available to refugees, asylees & Special Immigrant Visa (SIV) holders who have been in the United States fewer than 5 years.

**Locations:** 1925 E. Dublin-Granville Road, Ste. 102, Columbus, Ohio 43229  
**Hours:** Monday – Friday from 8:30 am - 4:30 pm, by appointment only.  
**Phone:** **614-235-5747**  
**Website** <http://www.crisohio.org/services/employment-services/>

## Jewish Family Services

**Description:** Refugees, who have been in the country for less than 5 years, can utilize the Franklin County Job and Family Services grant funded program at Jewish Family Services. 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

### 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](http://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/>

### Veterans Career Assistance Program (VCAP)

**Description:** Provides free career, training & employment assistance for veterans, active duty service members & members of the National Guard & Reserves who have served honorably. Offers free workshops that provide instruction on resumes, networking, interviewing and job search techniques.

**Location:** 1395 E. Dublin-Granville Road, Suite 350, Columbus, OH 43229

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

**Phone:** 614-230-0662 x 103, website [www.milvetsrc.org](http://www.milvetsrc.org), email [infor@milvetsrc.org](mailto:infor@milvetsrc.org)

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## 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  
Jobseekers are encouraged to check weekly or more often as position openings are very time sensitive.

**Website:** <http://careers.ohio.gov/>

### City of Columbus Jobs

**Description:** City of Columbus Civil Service Commission's Employment Center  
Jobseekers are encouraged to check weekly or more often as position openings are very time sensitive.

**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>