

JOB HELP

January 2018

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. Have the following documentation and information available: Social Security number; driver's license or state I.D.; and name, address and telephone numbers of all employers you have worked for within the last 18 months.

LOOKING FOR A JOB

OhioMeansJobs Columbus-Franklin County

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 for those who are registered. Eligibility for training funds, career counseling & supportive services requires an appointment. Job search information is also available on the **website** at www.omjfc.org

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

Hours: Monday- Friday 8:00 a.m. – 5:00 p.m.

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: 8:30 a.m. - 5:00 p.m. Monday-Thursday, walk-in or call for information,

Services by appointment only.

Phone: 614-257-6300, ext. 106

Website: www.cul.org

Columbus Metropolitan Library – Life Skills

Description: Get job help at all Columbus Metropolitan Library (CML) Branches. CML has FREE job help at all 21 branches with trained staff to help you find a job and use resume building software. Visit columbuslibrary.org for more information.

Location: At all 23 CML locations

Hours: Vary based on location

Phone: 614-645-2275

Website: www.columbuslibrary.org

Alvis House Community Reentry Center

Description: Orientation, job readiness, employment counseling and training for ex-offenders.
Location: 2100 Stella Court, Columbus, OH 43215
Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
 Please come with current Picture ID (or Offender Release Card) and Social Security Card.
 Felony offense must be verified for program.
Phone: 614-252-8402
Website: www.alvis180.org

Community Employment Assistance Network (CEAN) *See also the Shared Resource Network*

Description: Network of area employers, agencies, government, education and coaches.
Location: At various member sites
Hours: 2nd Thursday 8:45 a.m. – 10:45 a.m.
Website: www.facebook.com/me/dreddiepowell

COVA (Center of Vocational Alternatives)

Description: Assists individuals with mental illness & related barriers to employment with programs to explore, secure and 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 p.m. No appointment necessary.
Phone: 614-294-7117
Website: www.cova.org

Dress for Success Columbus

Description: Dress for Success Columbus assists disadvantaged women with workplace appropriate clothing and 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 and 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, a printer, fax machine & written reference materials for professional development. Computers are equipped with internet access and 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 a.m. – 4:30 p.m.
Phone: 614-291-5420. (Call if you need the name of a partner agency).
Website: www.dfscmh.org

Career Transitions Institute

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: 945 King Avenue, Columbus, OH 43212

Hours: Guest Speaker Mondays at 9 a.m. is open to members and visitors. Visitors are invited to a free orientation meeting following the guest speaker. Office hours Monday through Friday 9 a.m. to 5:00 p.m.

Phone: 614-297-0040

Website: www.careertransitioninstitute.org

Digital Works

Description: Digital Works will prepare you for customer and tech support work with various online and/or local companies. The program trains, places and mentors candidates for fast paced, high-paying technology jobs with advancement opportunity. The program starts with a skills intake and assessment, and goes on to provide nationally accredited job readiness certification. This helps Digital Works successfully place professional level candidates in a variety of positions with local and national corporate partners in as little as 6 weeks.

Location: 280 Reeb Avenue, Columbus, Ohio 43207

Hours: Informational orientation held Tuesday's at 2:00 p.m. Please register at <http://www.digitalworksjobs.com/>

Phone: 614-468-9311

Website: www.digitalworksjobs.com

Godman Guild—Economic Empowerment

Description: 30 hour work readiness class which includes career assessments, workplace skill building, and tools needed to obtain and maintain employment (such as online job searching, resume development, mock interviews and stress management and time management techniques). Program includes: career coaching, job placement assistance and job retention assistance. Orientation is the Friday before class begins. Call for details on start dates.

Location: Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201

Hours: Call for dates and hours.

Phone: 614-294-5476

Website: www.godmanguild.org

Godman Guild—Pathways to Work

Description: Designed to assist adults to prepare for short-term, post-secondary education and to obtain livable wage employment. The program Includes: preparation and academic enrichment course; coaching and mentoring during post-secondary education; job placement and job retention support; and financial incentives. Stop in and fill out an application. Call for session start dates. In order to participate in this transitional work program, individuals must attend the Economic Empowerment class.

Location: Godman Guild Association
303 East 6th Avenue, Columbus, OH 43201

Hours: 9:00 a.m. to 12:00 noon Mondays, Wednesdays, and Fridays

Phone: 614-294-5476

Website: www.godmanguild.org/pathways

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 and to obtain livable wage employment. The program includes: preparation and academic enrichment course; coaching and mentoring during post-secondary education; job placement and job retention support; and financial incentives. Stop in and fill out an application. Call for session start dates.
- Location:** New Directions Career Center
199 E. Rich Street, Columbus, Ohio 43215
- Hours:** Monday-Friday 8:30am-4:30pm
- Phone:** 614-849-0028
- Website:** www.newdirectionscc.org/programs-services/e-3

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 and to find and 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 and job coaching. Also offered is an STNA training class. We also are an "Access Point" for the Central Ohio Workforce Investment Corp.: therefore adult jobseekers living in Franklin County can use our Access Point for a job search at no charge. Available through the Access Point is a week-long work readiness workshop that is open to the public. Many 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.
- Location:** 1331 Edgehill Rd. Columbus, OH 43212
- Hours:** Monday-Friday 8:00 a.m. – 4:00 p.m.
- Phone:** 614-294-5181 or 614-583-0250
- Website:** www.goodwillcolumbus.org/job-training

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 and additional support to address other barriers to employment and 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, 8:00 a.m – 5:00 p.m. **All employment services by appointment only.** Central Intake for the Employment Plus Program and computer literacy training is Mon, Tue, Thurs, and Fri: 9 AM – 11 AM and 1 PM – 3 PM.
- Phone:** 614-252-2799
- Website:** www.impactca.org

Jewish Family Services

- Description:** Employment and Career Coaching services are available to ALL Job Seekers.
- Location:** 1070 College Avenue, Columbus, OH 43209
- Hours:** Call for an appointment.
- Phone:** 614-231-1890
- Website:** www.jfscolumbus.org

Metro Columbus Christian Job Corps

Description: Metro Columbus Christian Job Corps is a "Hands Up" not a "Hands Out" program. We provide Pre-Employment Skills Training, using the Jobs for Life program. This class is for 10 weeks, meeting two days a week, for approximately four hours. We also provide Financial Literacy classes using the Faith and Finance Program. MCCJC provides Mentors for all participants. Our program is FREE to everyone.

Location: 1621 S. High Street, Columbus, OH 43207

Hours: Monday-Friday 8:00 a.m.-5:00 p.m., Sunday 8:00 a.m.-12:00 p.m.

Phone: 614-445-6776

Website: www.metrocjc.org

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, STNA, 2007 Microsoft Office Specialist Accelerated.

Location: 1808 E. Broad Street, Columbus, OH 43203

Hours: Monday-Friday 9 a.m. – 3 p.m. Call for an appointment. Walk-ins also welcome.

Phone: 614-857-1811

Website: www.ncusolutions.com

New Directions Career Center

Description: Holistic career counseling and career development services. Provides individual and group instruction to discover career interests through assessment; identify and challenge barriers to employment; set goals and a plan to achieve them; improve wellness; develop money management skills, prepare and receive support for post-secondary education; and improve resume writing, job searching, cover letters, interviewing and salary negotiation. Services for program graduates who seek assistance with employment include self-marketing, résumé development and career counseling for graduates seeking additional one-on-one support. Cost assistance, transportation assistance and childcare assistance available. Continuing education scholarships and professional attire are available to female graduates.

Location: 199 E. Rich Street, Columbus, OH 43215

Hours: Monday-Friday 8:30 a.m. – 4:30 p.m.

Phone: 614-849-0028

Website: 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 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. SRN also offers Small Business Development Training in classes and one-on-one fee-based consulting. This is designed for persons looking to start a small business or who want to grow their business. In many instances, people want to supplement their income, move out of corporate life and 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.

Email: Eddie@EddiePowell.com

The Salvation Army Career Enhancement Center

Description: The Salvation Army Career Enhancement Center assists job seekers in Franklin County advance their job skills, technical skills and education to increase their earning power and achieve financial stability. This comprehensive career advancement strategy is accomplished through career development, career coaching, skill development, linkage to education/training and linkage to employment.

The Salvation Army Career Enhancement Center provides:

- Career enhancement and supportive services to people seeking to increase their earning potential
- Provides career development, employment/job readiness, job retention and self-paced trainings
- Works with participants on educational and employment linkages
- Provides GED preparation sessions
- Offers case management and supportive services

Career Development Training consists of:

- Pre-test/post-test assessment of skills
- Sessions include the following components:
 - Career exploration
 - Financial Literacy
 - Employer expectations
 - Basic computer training
 - Resume creation
 - Microsoft Word and Excel (beginners level)
 - Job seeking strategies
 - Interview techniques
 - Job and education matching
 - Facilitated job search

Individual Career/Employability Plan = a realistic series of goals and actions that will lead to increased earning power. This plan also includes barriers reduction and action steps to decrease/eliminate the barriers for participant success

The above training is also offered as self-paced modules where the participant works one-on-one with the Career Developer or in small groups

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

Hours: Monday 9:30 a.m. -7 p.m. – Tuesday-Friday 9:30 a.m. – 4 p.m. Call for an appointment.

Phone: 614-358-2612 or 614-358-2611

Website: <http://co.salvationarmy.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 and students with disabilities.

Location: 911 Robinwood Ave. Suite A, Columbus, Ohio 43213

Hours: By appointment.

Phone: 614-802-2364

Website: www.wrightchoice.org/index.php

PROGRAMS FOR OLDER WORKERS

AARP Foundation SCSEP

Description: A Senior Community Service Employment Program offering a work training program to low-income, unemployed jobseekers who are 55 and older living in Franklin, Delaware, Licking and Madison Counties. Participants are assigned to paid temporary assignments with local community organizations and/or public/government offices while continuing their search for permanent employment. Participants receive individualized job development and referral services. Specialized training and on-the-job training are also available. Unemployed status, age, income and residency requirements apply.

Locations & Phones: 1393 E. Broad Street, Suite 105, Columbus, OH 43205, **(614) 258-7295**

Hours: 5320 E. Main Street, Suite 600, Whitehall, OH 43213, **(614) 322-0600**

Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.

Website: www.aarpworksearch.org/pages/default.aspx

Employment for Seniors, Inc.

Description: Provides support, assistance and referral services to senior job seekers age 50 years and older. Services include a registration and counseling process between a client and 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 and 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 and give application and 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. The program 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, Whitehall, OH 43213

Hours: **Call for appointment** 9 a.m. – 1 p.m., Monday-Friday.

Phone: 614-863-1219

Website: www.employseniors.org/index.htm

Mature Services Employee & Training Solutions

Description: Provides opportunities for training and employment to adults 55+ through the Senior Community Service Employment Program (SCSEP).

Location: 4300 E. Broad St., Whitehall, OH 43213

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Phone: 614-586-1975 or 866-487-1687 (toll free)

Website: www.matureservices.org/ets/columbus.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. English as a Second language (ESL) classroom instruction is offered and focuses primarily on American culture and the workplace, though is currently only available via referral from Franklin County Department of Job and Family Services. Services are free and offered for refugees, asylees, and immigrants who are work authorized in the United States.

Location: 1925 E Dublin-Granville Rd. Suite 102, Columbus OH, 43229

Hours: Monday – Friday from 8:30 a.m. - 4:30 p.m. (Preferable to call first to determine which services are appropriate & what documents to bring to the appointment).

Phone: 614-235-5747

Website: www.crisohio.org

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 a.m. – 5 p.m. by appointment only.

Phone: 614-231-1890

Website: www.jfscolumbus.org

PROGRAMS FOR VETERANS

AMVETS Career Center

Description: Provides free career, training and employment assistance for veterans, active duty service members and members of the National Guard and 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.

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

Hours: Monday-Friday, 8 a.m. - 4 p.m., and by appointment

Phone: 614-431-6990, Ext. 126

Email: info@amvetscareercenter.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 8:00 a.m.—5:00 p.m.

Phone: 614-559-5052

Website: www.jfs.ohio.gov/veterans/

Volunteers of America – Homeless Veterans Retention Program (HVRP)

Description: Offers employment assistance services (including transportation assistance, access to a computer resource center, job leads and other employment related services) to male/female **veterans** who are currently 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: 1776 East Broad Street, Columbus, Ohio 43203

Hours: Monday –Thursday -- 8:00 a.m. - 5:00 p.m.
Friday – 12:00 p.m. - 5:00 p.m.

Phone: 614-253-6100

Website: www.voago.org/

ON-LINE JOB SEARCH**Dispatch.com/jobs**

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: www.dispatch.com/jobs

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.

Website: www.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 and employment information.

Website: 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: www.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: www.governmentjobs.com/careers/columbusoh

Franklin County Jobs

Description: Franklin County Employment Opportunities by Agency

Website: www.franklincountyohio.gov/information/employment

Indeed.com

Description: Search jobs based on key words and location.

Website: www.indeed.com