



# ANTIOCH CAREER CENTER SEPTEMBER 2017

Closed September 4<sup>th</sup> – Labor Day  
Computers, Fax, & Copiers  
Available till 4:45pm

HOURS 8:30 AM-5:00 PM  
4545 Delta Fair Blvd.  
Antioch, CA 94509  
(925) 706-4830

Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
Visit our Website: [www.eastbayworks.com](http://www.eastbayworks.com)

## NOT SURE WHERE TO START?

**Come to Career Center Services Orientation!**

**Friday, September 15<sup>th</sup>**

(Pre-Register beginning on September 5<sup>th</sup>)

(You must have a [CalJOBS card](#))

*Let us know if you are...*

**YOUTH (16-24) ♦ VETERAN ♦ SENIOR**

~ **Please arrive 15 minutes early to all workshops** ~

### We offer:

- Career Assessments ♦ Skill Assessments ♦ Typing Tests
- Job Training via WIOA program for eligible applicants
- On-Site recruitments by employers who are hiring!
- OJT's (On-the-Job Training – you get paid while you learn)

## TECH TOOLS

### Workshops

#### **Job Search I: Job Search Wizard**

Learn how to use the CalJOBS Background Wizard – form the basis for your resume.

Monday, September 11<sup>th</sup> @ 2:00 pm

#### **Job Search II: CalJOBS VR**

Bring jobs to you with the Virtual Recruiter

Monday, September 18<sup>th</sup> @ 2:00 pm

#### **Job Search III:**

#### **Job Hunting in a Digital World**

Monday, September 25<sup>th</sup> @ 2:00 pm

#### **Basic Internet & E-mail**

Learn some basics; fill out an online application; create a profile on a job site.

Monday, September 18<sup>th</sup> @ 2:30 pm

## JOB SEARCH BASICS

### Workshops

#### **Résumé Writing**

9:00 am - 11:00 am –

Tuesday, September 5<sup>th</sup> & 19<sup>th</sup>

#### **Interviewing Success**

9:00-11:00 am

Thursday, September 7<sup>th</sup> and 21<sup>st</sup>

#### **Metrix Online Skills Training**

Online self-paced training (5,000 courses) in 10 different career pathways. Must be computer confident Register online at:

<http://eastbayworks.metrixlearning.com!>

Assessment Center computers are available

#### **Résumé Review**

10:00 am – 4:00 pm

Monday, September 18<sup>th</sup>

**By appointment only – must bring completed resume and USB drive.**

**Call 925-706-4822 to schedule.**

## VETERANS

### **Contact Veterans Service Navigator**

Taylor Logue – 925-602-7721

Micah Parham – 925-602-5038

[Call for information or appointment](#)

[WWW.DELTAVETERANSGROUP.ORG](http://WWW.DELTAVETERANSGROUP.ORG)

## YOUTH

Leilani Villegas - (Out of School Youth)

**“Reconnecting Youth with Their Futures”**

Contra Costa County Office of Education

[lvillegas@cccoe.k12.ca.us](mailto:lvillegas@cccoe.k12.ca.us)

call (925) 942-3309 (for appointments)

## SENIORS— Carol Archie

In Antioch (Mon, Tues, Thurs, Fri) 10:30 – 5:00

**CALL 925-706-4835 (for information)**



**ASSESSMENT CENTER – See Assessment Center calendar for dates and times.**

### **KeyTrain Basic Skills Assessment**

**Required for WIOA program enrollment – Must schedule an appointment, Sign up at Front Desk.** Evaluates your knowledge in three areas: Reading, Math and Locating Information. Appointments on Tuesday's and Thursday's. Use of review lessons & quizzes will assist in improving your score.

**Metrix On-line Learning** – May use Assessment Center computers on Tuesday and Thursday afternoons between 1:00 pm – 4:00 pm.

**Typing Tests by Appointment ONLY** – Tuesdays and Thursdays, on the half hour between 1:00 pm -2:30 pm. Please call to schedule.



**On-Site Information and Recruitment Event**

### **Positions at Pittsburg Warehouse**

**September 11 – 10:00 am – 2:00 pm**

**Call (925) 706-4830 to register**

### **OSR'S IN OTHER EBW OFFICES**

**CPS SECURITY – SEPTEMBER 14<sup>TH</sup> – BRENTWOOD**

**CAREER STRATEGIES– SEPTEMBER 16<sup>TH</sup> – BRENTWOOD**

**COMMUNITY STAFFING RESOURCES –SEPTEMBER 21  
CONCORD**