



ANTIOCH CAREER CENTER

APRIL 2017

HOURS 8:30 AM - 5:00 PM
(Computers and Fax available until 4:45 pm)

4545 Delta Fair Blvd.

Antioch, CA 94509

(925) 706-4830



Check out our website: www.eastbayworks.com
Register for CalJOBS card at www.caljobs.ca.gov

NOT SURE WHERE TO START?

Come to Career Center Services Orientation!

Friday, April 7th and April 21st at 10:30 am

(Sign-ups begin at 10:00 — you must have a CalJOBS card)

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

We have services just for you!

~ **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 Hunting in a Digital World

1:00 pm — 2:00 pm

Wednesday, April 19th

Basic Internet & E-mail

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

2:30 pm - 3:30 pm

Monday, April 10th

Metrix Online Skills Training

Self-paced training (5,000 courses) in 10 different career pathways. Must be computer confident. Earn industry recognized credentials - **Register at front desk**



JOB SEARCH BASICS

Workshops

Résumé Writing

9:00 am - 11:00 am

Tuesday, April 4th and 18th

Interviewing Success

9:00-11:00 am

Thursday, April 6th and 20th

ON the JOB TRAINING

Discover information about qualified employers and how to use the program.

2:00 — 3:00 pm

Wednesday, April 19th

Résumé Review

10:00 am — 2:00 pm

Wednesday, April 12th

By appointment only — must bring completed resume and USB drive. Attendance at the Resume Writing Workshop is recommended.

Call 925-706-4822 to schedule.

Veterans

Vanessa Jones

Veterans Service Navigator, (925) 706-4833

Call for an appointment to meet with the Veterans Service Navigator

Attend the VetNet Workshop

Workshops held at Concord office location

WWW.DELTAVETERANSGROUP.ORG

YOUTH

Leilani Villegas - (Out of School Youth)

"Reconnecting Youth with Their Futures"

Contra Costa County Office of Education

lvillegas@cccoc.k12.ca.us

call (925) 942-3309 (for appointments)

Marcy Kendall - (Out of School Youth)

"RESET TRAINING PROGRAM"

mkendall@bacr.org or call: (510) 882-8348)

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.

Metrix Orientation — April 13th and 27th Sign up at front desk — Online self-paced courses in business, technology, health care — Earn a certificate at completion.

KeyTrain Basic Skills Assessment — required for WIOA program enrollment

Reading, math, locating information. Lessons & quizzes can help you raise your score.

WorkKeys Exam — Recognized nationally by employers, this certificate will open doors for interviews and job offers. **KeyTrain prepares you for this exam. BY INVITATION ONLY**

Typing Tests by Appointment ONLY — Tuesdays and Thursdays, on the half hour between 1:00 pm -2:30pm. Drop-in hours on Friday, (you may have a waiting period) 1:00 pm - 2:30 pm

Assessments Offered on a Drop-In Basis

Jackson Vocational Interest Survey (JVIS)

True Colors (Personality Profile)

Keirsey (Temperament/Personality)

O-NET Interest Profiler



On-Site Recruitment for Caregivers

Hourly Rate: \$12.50 — 15.50 (DOE)

(Bonus after 40 hours)

April 10th @ 9:30 am — Please be prompt!

Reliable vehicle and insurance proof required



On-Site Interview and PreScreening for

Administrative Assistant (See Flyer)

Intern to Permanent — 30 hrs/wk - \$12 -14

April 17th 2:00 - 4:00 pm

Email Resume to: info@benchworth.com