



# SAN PABLO CAREER CENTER August 2017

Computers, Fax, & Copiers  
Available till 4:45pm

**HOURS** 8:30 AM-5:00 PM  
2300 El Portal Drive, Suite B  
San Pablo, CA 94806  
(510) 412-6740

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!

Mondays August 7<sup>th</sup> & 21<sup>st</sup> at 10:00am

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

We have services just for you!

## We offer:

- Career assessments • Skill assessments • Typing tests
- Job training via WIOA program for those who are eligible
- On-site recruitments by employers who are hiring!
- OJTs (On-the-Job Training for those who are eligible)

## NEW\* Job Club

Every Wednesday

10:00 am — 12:00 pm

## NEW\* Career Pathways

Monday, August 14<sup>th</sup>

2:00pm-3:30pm

## JOB SEARCH

### NEW\* Job Club

Every Wednesday

10:00 am — 12:00 pm

### Interview Techniques

Thursdays, August 3<sup>rd</sup> & 17<sup>th</sup>

11:00am — 12:00pm

### Resume Writing Workshop

Fridays, August 4<sup>th</sup> & 18<sup>th</sup>

10:00am — 11:00am

### Resume Review

~by appointment only~

Fridays, August 11<sup>th</sup> & 25<sup>th</sup>

9:00am — 12:00pm

## RESOURCES

### PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE,

Wednesday, August 30<sup>th</sup> 9:00am-11:30am

### SENIORS

DONNA (510) 412-6744

### VETERANS

CAREER CENTER SITE COORDINATOR

DENNIS ROJAS (510) 412-6743

### ENTREPRENEURS

Small Business Development Center

<http://contracostasbdc.org/>

### YOUTH (16-24)

EDMUND ARNOLD, (925) 942-3363

Contra Costa Office of Education

[earnold@cccocoe.k12.ca.us](mailto:earnold@cccocoe.k12.ca.us)

(for out-of-school & in-school youth)



## ASSESSMENT CENTER

Mondays & Wednesdays 9:00 am — 3:00 pm

See Assessment Center calendar for dates and times.

**KeyTrain Basic Skills Assessment** — required for WIOA program enrollment\*

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

**Jackson Vocational Interest Survey (JVIS)** — \*

Education/career planning tool. Provides a detailed snapshot of how interests relate to employment

**Metrix Orientation by Appointment** —

Wednesdays, August 9<sup>th</sup> & 23<sup>rd</sup> 1:00pm

Courses in medical, business, and tech. Must have basic computer skills. Inquire at front desk.

**Typing Certificates by Appointment ONLY**

- Wednesday -2:30 pm— 5:00pm Friday -9:00 am -12:00pm

## ON-SITE RECRUITMENTS

8/3 Select Staffing

9:30am-12pm.

8/7 OSR UPS

10am-12pm.

8/15 OSR IHSS

10am & 12pm -1pm & 3pm.

8/16 Select Staffing

9:30am-12pm,

8/17 & 8/24 @Work Personnel

11am-2pm