

Intensive Placement Services

- Work trial program with intensive coaching and help with barriers to employment
- Offered in partnership with Northumberland Business Development Assistance Corporation

WINDOW Program

- In-depth employability assessment to determine your skills, strengths and limitations
- Offered in partnership with Watton Employment Services

Employment Placement

- Job Developer available to match job seekers with local employers who are hiring and willing to train

Self-Employment Program

- Includes 4-week business plan writing course, 2-day bookkeeping course and half-day marketing course
- offered in partnership with Northumberland Business Development Assistance Corporation

Want to learn more about these opportunities before you make your choice?

Contact one of our **Employment Services** staff:

Jamie Clysdale, ext. 2471
Heather Holmes, ext. 2475
Anne Madsen, ext. 2425
Christine Walsh, ext. 2426

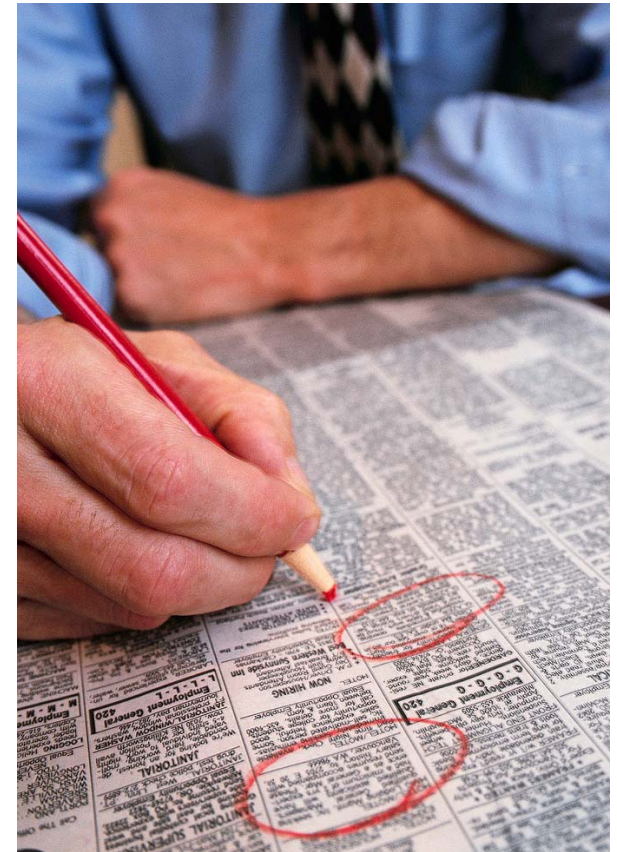


Northumberland County Community & Social Services Employment Services

555 Courthouse Road
Cobourg ON K9A 5J6
Tel: 905-372-6846
Toll Free: 1-800-354-7051
Fax: 905-372-6701

www.northumberlandcounty.ca

Employment Services



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As a job seeker, you have access to a full range of resources and services offered through Community & Social Services and our community partners.

These options are designed to help you prepare for, get and keep a job. The choice is yours, but here are some of the opportunities that exist:

Job Search Assistance

- Access to computers, internet, fax machines, photocopiers, computerized employment assessment tools, training information, local newspapers and job leads
- Help with resume writing and cover letters, interview preparation, information and referrals to other community agencies

Basic Education & Upgrading

- Literacy screening and assessments to see which opportunity best suits you
- Literacy training to improve your literacy and numeracy skills
- Courses to help get your Grade 12 diploma or equivalent
- Correspondence or online courses in a variety of subjects

Job Specific Skills Training

- Safety training including WHMIS, CPR, First Aid, Smart Serve and Safe Food Handling
- Apprenticeship training
- Personal Support Worker (PSW) or similar shorter term courses
- Computer training and other skills upgrading opportunities

Learning, Earning and Parenting (LEAP) Program

- Helping young parents get their high school diploma, prepare for the job market and enhance their parenting skills

- Additional supports to ensure the health and welfare of the whole family
- Offered in partnership with Northumberland Child Development Centre

Intensive Employment Coaching

- Employment Caseworkers are available to help and provide extra support
- Specialized Caseworker available to help with addictions and/or mental health issues
- *Women's Advantage Program*, offered in partnership with the Community Training & Development Centre, helps individuals consider possibilities for the future and develop action plans
- *Enhanced Employment Services* is a new program for 2010 and will be happening in most local communities throughout Northumberland. It will introduce you to a number of local agencies, help you decide between all the options available to you and provide extra financial support for your job search.