

# R9GCI F 79 Workforce Centers

*"Connecting people to the workplace"*

Workforce Centers offer a variety of career and support services, including employment guidance, training and placement assistance services to persons throughout the Greater Richmond region. Trained professionals will assist you to locate and use information services that will support your job search. Career guidance, skill assessments, labor market information and other tools are available at the following four locations.



**Members of the  
Virginia Workforce  
Network**

Employment Transition Center	F9GCI F79 Workforce Center	F9GCI F79 Workforce Center	Virginia Employment Commission
4060 Innslake Dr Glen Allen VA 23060 (804) 273-6260	5410 Williamsburg Rd Sandston, VA 23150 (804) 226-0885	6301 Midlothian Trpk. Richmond, VA 23225 (804) 675-9910	8093 Elm Drive Mechanicsville, VA 23111 (804) 559-3133
<b>Services available:</b> Monday - Thursday 9:00 am – 6:00 pm Friday 9:00am – 4:00pm	<b>Services available:</b> Monday - Thursday 8:00 am – 4:30 pm Friday 8:00am – 12:30pm	<b>Services available:</b> Monday-Thursday 9:00am-4:00pm Friday 9:00am-1:00pm	<b>Services available:</b> Monday, Tuesday, Thursday & Friday 8:30 am – 4:30 pm;  Wednesday 9:30am - 4:30pm

	Employment Transition Center	F9GCI F79 Workforce Center	F9GCI F79 Workforce Center	Virginia Employment Commission
<b>Core Services</b>	Apply for Unemployment Insurance Online	✓	✓	✓
	Resource Center which includes access to computers, telephones, fax and copy machines, and resume building software	✓	✓	✓
	Access to job banks, listings of available jobs, job searches, and referrals to employers with current job openings	✓	✓	✓
	Labor Market Information, In-Demand Skills & Wages	✓	✓	✓
	Education, Training and Career Information	✓	✓	✓
	Financial Aid Information	✓	✓	✓
	Basic Computer Skills Workshops	✓	✓	✓
<b>Intensive Services**</b>	One-on-one assistance with Resumes, Cover Letters and Thank You Letters	✓	✓	✓
	Assistance with Completing Employment Applications	✓	✓	✓
	Career Counseling, in-depth interviewing skills development	✓	✓	✓
	Development of an individual employment and career plan	✓	✓	✓
	Career and Skills Testing	✓	✓	✓
	Occupational Skills Training, On-the-job Training, Job Readiness Training	✓	✓	✓
	Job Search Assistance Workshops	✓	✓	✓
	Networking Skills Workshops	✓	✓	✓
	Interview Techniques Workshops	✓	✓	✓
	Referral to Specialized Services	✓	✓	✓

## Job Search Tools Available In All Workforce Centers

<ul style="list-style-type: none"> <li>Computers</li> <li>Specialized software for resume development, cover letters, other job search tools</li> <li>Newspapers, Magazines, Books</li> </ul>	<ul style="list-style-type: none"> <li>Career Guidebooks</li> <li>FAX Machine</li> <li>Telephones</li> <li>Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>Free E-Mail</li> <li>Job Search Reference Materials</li> <li>Videos</li> <li>Photocopier</li> </ul>
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Workforce Centers are equal opportunity programs/employers (EOE). Auxiliary aids and services are available upon request to individuals with disabilities primarily funded through the Workforce Investment Act, USDOL. TTY/TTD 1 (800) 828-1120 Voice Callers 1 (800) 828-1140

# Let Us Help You Boost Your Career Opportunities



## INFORMATION AT A GLANCE



### What are the F9GCI F79 Workforce Centers?

The centers receive federal funds under the Workforce Investment Act (WIA) to assist citizens with entry or re-entry to the job market by providing various employment and training services. In partnership with many other public and non-profit entities the Workforce Centers provide services to citizens within the Richmond Metro Region.

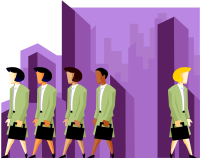
The Workforce Centers are sometimes referred to as “One Stops” or a place where you can make one stop to get the bulk of the workforce services you need to go back to work or make your workforce transition. Below is a short article that explains “The Stages of Workforce Transition”. After that there is another section called “How Workforce Center Services Work”, which explains some of the basic services offered at the Workforce Centers and the steps to access those services.

### How much will it cost me?

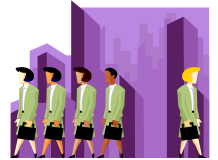
Nothing. It is **FREE**. The program is funded through the U.S. Department of Labor, Workforce Investment Act. So come visit the Center closest to you. Let us be your Workforce Connection.

### Individualized Service Plan

Our vocational evaluators and/or career case managers provide individual career guidance and counseling to help create “back to work” plans to meet **your** specific workforce needs. One size does not fit all, so an individualized approach is taken to assist each person who needs one-on-one assistance in tailoring their employment plan.



## THE STAGES OF WORKFORCE TRANSITION



In the world we live in today, change is inevitable. It's a way of life that people deal with better today than they did a generation ago. Changes constantly happen in our work life, our home life, and in our society.

When facing unemployment, it is important to remember that the change that may be happening in your life should be thought of as a “workforce transition”. Understanding the different stages may be helpful to you because they are not all bad.

The stages of workforce transition come something like this:

#### 1. **An Ending**

- The loss of your job
- Letting go of the old way & old self
- Saying good-bye

#### 2. **The In-between time**

- Stress, confusion, and chaos

#### 3. **The New Beginning**

- Make a fresh start with new energy
- Look for new & creative opportunities
- Capitalize on your strengths

Making the transition sometimes is made easier when you have assistance. The staff at the Workforce Centers would be pleased to assist you through this transition. We would like the opportunity to help you through the steps to career and life planning. We can assist you with identifying your transferable skills, your abilities, and aptitudes. The staff will help you explore career alternatives, prepare for your job search, create or critique your resume, investigate possible training options, plus a host of other activities to make the transition back to employment a smooth one.



A “Workforce Transition” is like putting the pieces of a puzzle together and we would like to help you through your transition period.

# How Workforce Center Services Work

Workforce Centers assist customers with their efforts to find employment, to explore careers, to gather information about the labor market and training, and provide professional and individualized career guidance. Services are offered in a **multi-step process**: self-service career information; job search assistance; and training support. **Please note:** Each center may vary slightly in their process for enrolling clients into one-on-one services. Contact your nearest center for further information.

## Step 1: Registration & Self-Service Career Information

In order to utilize the Workforce Center, you must first register online with the Virginia Workforce Connection ([www.vawc.virginia.gov](http://www.vawc.virginia.gov)).

The Workforce Centers provide career information within the Workforce Centers where customers may use a variety of materials to conduct their job search and to research employment opportunities, training programs and training providers.

### **Self-Service Career Information:**

Self-service career information is available in each center and is free and universally accessible to the general public.

## Step 2: Attend An Information/Orientation Session

In order to receive one-on-one services from a Career Counselor, each customer must attend an Information/Intake/Eligibility Session. This begins the application process for determining eligibility for WIA services, explains other community/partner services, and must be completed prior to receiving individual assistance.

## Step 3: Skills Assessment & Career Evaluation

After eligibility is determined, each customer will then be sent for skills assessment and career evaluation. This process allows the Career Counselor and customer to determine which areas the customer already possesses marketable skills, and which areas may need improvement to become marketable.

## Step 4: Develop an Employment/Career Plan

Evaluations conducted in Step 3 will be used in conjunction with a Career Counselor to help you establish and implement an employment plan. The Career Counselor will work with you to identify the services that are needed and best suited to assist the customer in entering or re-entering the workforce.

### **WIA requirements to receive one-on-one services:**

- Documentation of the need for more one-on-one assistance
- Documentation of job search efforts already conducted to date
- Examination of current skill levels
- Evaluation and documentation of interests, aptitudes, skills, abilities and knowledge
- Identification of support service needs

### **One-on-One Services:**

- Resume Assistance & Development
- Critiquing of Resumes
- Job Search/Career Workshops
- Career Counseling & Exploration
- Career Interest and Skills Testing
- Personalized Career Plans
- Basic Computer Training
- Job Networking
- Job Matching
- On-Site Job Fairs/Recruitments
- Referral to Training (see Step 5)

## Step 5: Training

Tuition Assistance may be provided to individuals who currently lack skills and have been unsuccessful with their employment search and have not obtained employment through job search assistance.

Tuition support and training are not designed to facilitate voluntary career change.

### **Requirements for Training Assistance:**

- Document the lack of marketable skills
- Received intensive job search assistance and remain unable to obtain employment
- Determined to be able to successfully participate in training
- Determination of labor market demand
- Application for and exhausted other scholarship and grant assistance including the PELL Grant

***Remember: Training assistance is the last step in the multi-layered progressive approach before employment.***

### **Eligibility Documents Required for All Registrants**

- **Register in the Virginia Workforce Connection ( [www.vawc.virginia.gov](http://www.vawc.virginia.gov) )**
- **Right to Work** – Examples: Birth Certificate **or** Hospital Record of Birth **or** DD214 (*only if place of birth is shown*) **or** U.S. Passport **or** Alien Registration Card (indicating right to work)
- **Social Security Number** – Examples: Social Security Card **or** DD214 **or** Pay Stubs **or** W-2 Forms
- **Picture Identification** – Examples: Driver's License **or** State Issued ID
- **Selective Service** - For Males 18 years or older and born on or after January 1, 1960 - Registration Card **or** <http://www.sss.gov>
- **Proof of Residence** – Examples: Driver's License, Correspondence sent to your home address
- **DD214 (if veteran)**
- **Job Search Record**

### **Adult Eligibility**

#### **Proof of Family Income/Number in family for the last 6 months**

- |                                          |                                         |
|------------------------------------------|-----------------------------------------|
| ○ Authorization to Release               | ○ Criminal Record / Probation paperwork |
| ○ Self Certification Statement           | ○ TANF Eligibility Form                 |
| ○ Gross Wages (pay stubs)                | ○ Food Stamps Eligibility               |
| ○ Net Rent (income from rental property) | ○ General / Refugee Assistance          |
| ○ Child Support                          | ○ Subsidized Housing                    |
| ○ Tax Returns                            | ○ Supplemental Security Income          |
| ○ Workers' Compensation                  | ○ Social Security Disability Income     |
| ○ Pensions / Retirement                  | ○ Other _____                           |
| ○ Motel Bill / Homeless                  | ○ Other _____                           |

### **Dislocated Worker Eligibility**

- **Official Lay-Off Status** – Examples: Notice from the Employer, the VEC Notice of Deputy's Determination, Severance Package, Closure Notice, General Notice (i.e. newspaper clipping)
- **Unemployment Insurance Status** – Examples: Monetary Determination Notice form VEC, Unemployment Insurance Benefit Record

### **Optional**

- **Educational Transcripts / Copy of Degree awarded** (Bachelor's Degree or higher)
- **Resume / Work History Form**

***Collection of these documents is essential to establish your eligibility to receive WIA services.  
All documents will be kept strictly confidential.***