



Opportunity Junction fights poverty by helping low-income adults gain the skills and confidence to support themselves and their families.

Job Training and Placement program: *How to apply; Get Connected; Frequently Asked Questions*

How to Apply:

- Come to an Information/Application Session.** Come to our office **by 9:45 a.m.** on any of these dates to apply for the class that begins October 3, 2011:

Tuesday Sept. 6, 10 a.m.

Monday Sept. 12, 10 a.m.

Monday Sept. 19, 10 a.m.

Plan to be here for two hours, beginning with an informational presentation that takes 30-45 minutes and should answer most of your questions about the program. You can ask questions and get personal advice about whether the program would be a good fit for you.

- What to bring to the application session (if you can):**
 - Anything that documents your income (such as check stubs, letters showing any grants or benefits, or tax returns from previous year)
 - Information on previous employment, especially the start and end dates and the salary or wage for your last job.
- Meet with staff to review your application.** In this meeting, you'll be scheduled for a reading assessment and a longer interview.
- Complete the process.** Complete a reading assessment and a personal interview. If you can't come at the scheduled time, call to re-schedule.
- You'll hear from us!** Space in the Job Training and Placement Program is limited. We'll notify you by mail regarding acceptance or non-acceptance. Letters go out on September 23, so you should receive your letter by September 28. The class begins October 3, 2011.

===== **AND ALSO...** =====

- Are you a CalWORKs participant?** Let your worker know that you're interested in our program.
- Not a CalWORKs participant?** Register as soon as possible at an EASTBAY Works One-Stop Career Center, take the tour, and discover the many services available for those seeking employment. (See next page)



Get connected:

Register and use your local EASTBAY Works One-Stop Career Center

- If you are a current CalWORKs participant, let your CalWORKs Employment Specialist know that you're interested in our program. You may skip the rest of this page, as you will be accessing the resources of the EASTBAY Works One-Stop Career Centers through CalWORKs.
- If you are not a CalWORKs participant, or you are not eligible for training through CalWORKs:
Go to your local EASTBAY Works One-Stop Career Center, register, **take the tour** and utilize their services. Be sure to attend the next **Special Services** orientation.



<http://eastbayworks.org>

The **EASTBAY Works One-Stop Career Centers** are your connection to employment and can provide you with the necessary tools to get you to your next job. You can get help with career planning, job training and transition solutions to re-enter the workforce.

East County

- Antioch: 4545 Delta Fair Blvd (925) 706-4830
Orientation: 1st and 3rd Wed., 10:30 a.m. *subject to change: check the web site...*
- Brentwood: 281 Pine Street (925) 634-2195
Orientation: 2nd and 4th Tues, times vary; *subject to change: check the web site...*
- Bay Point Works Career Center (affiliate site): 3105 Willow Pass Road Suite # 3,
(925) 252-2331: Orientation by appointment

Central County

- 4071 Port Chicago Highway, Suite 250, Concord, CA 94520 (925) 671-4500
Orientation: Wednesdays 1:30 p.m. *subject to change: check the web site...*

West County

- 2300 El Portal Drive, Suite B, San Pablo, CA 94806 (510) 412-6740
- 330 25th Street, Richmond, CA 94804 (510) 307-8014

Please attend an orientation at the center of your choice, and complete the steps that will be explained there. This will put you in the best possible position to receive training or other employment assistance, whether or not you are invited to participate in the Job Training and Placement Program.

NOTE: To apply for the Opportunity Junction Job Training and Placement Program, you must also come to one of the Opportunity Junction application sessions.

(See page 1 of this Information Packet).

Frequently Asked Questions about the Opportunity Junction Job Training and Placement Program

1. **What kind of training do you offer?**

The Opportunity Junction Job Training and Placement Program begins with twelve weeks of training on software programs including Outlook, Word, Excel, Access, and QuickBooks, as well as training in Life Skills, Business Math Business English, and Managing the Green Office. In the second phase of the program, participants get more practice using their skills, as well as paid work experience, while starting their job search.

2. **What kinds of jobs will the training prepare me for?**

The training will prepare you for jobs such as office and administrative support staff, customer service representative, or other jobs where knowledge of Microsoft Office is needed.

3. **How many of the people who complete this program get jobs, and at what rate of pay?**

Historically, 83% of those who completed Opportunity Junction internships have attained high-quality employment, paying on average \$25,000/year plus benefits and opportunities for advancement.

4. **Do I pay for any part of the program?** Participants do not pay directly for any part of the program. *See note. A \$25 textbook deposit is required and refunded on return of your textbooks.

**A portion of some participants' training costs may be underwritten through agreements with Contra Costa County Employment and Human Services Department, or through training funds administered through the EASTBAY Works One-Stop Career Centers.*

5. **When and how can I apply?**

You can begin the process by coming to an application session. We hold application sessions in February, May and September for classes that begin the first week of March, June, and October.

6. **What steps should I take prior to the application sessions?**

There are no required steps to take. We recommend if possible that:

- CalWORKs participants: let your Employment Specialist know that you are interested in our program.
- Non-CalWORKs participant: get connected with your local EASTBAY Works One-Stop Career Center. See page 2 of this packet. Following the steps outlined on page 2 of this packet can help you, whether or not you are accepted to our program.

7. **Who will be considered for the program?** We'll consider applicants who:

- Are highly motivated to pursue full-time employment after training.
- Are able to make a full-time commitment to the program.
- Are low-income Contra Costa County residents. We use HUD standards to determine eligibility; for example, a single person whose income is below \$45,100 is considered low-income, as is a two-person household with income below \$51,550.
- Are at least 18 years of age.
- Read at a 7th grade level or higher on a standardized test.
- Are eligible to work in the United States.

Continued...

8. Will you help me get a job?

We will teach you skills and strategies in order to find a job, and provide support in preparing and carrying out your job search, including individual assistance from our Manager of Professional Development. While we sometimes can connect participants directly with employers, in general you will be in competition with other candidates.

9. Do I need to know anything about computers?

No, you don't. We start our classes with the basics of using the computer and the Windows operating system. Some students come with previous computer experience, and many do not.

10. How do you decide which applicants to accept?

We generally have many more people applying for the program than we can accept. In deciding, we look for candidates who are likely to be able to successfully finish our program and find employment, and whose needs are a good match for the training and services we offer.

11. How does the Job Training and Placement Program work?

There are four steps to the program:

- First step: a limited number of applicants are invited to participate in the first week of training
- Second step: Those candidates who do well in their first week will be invited to complete the program, which lasts another eleven weeks.
- Third step: Those trainees who do well in their training will be invited to become a paid intern employee for up to four months.
- Fourth step: Interns who complete the program will achieve alumni status and be eligible for further support and benefits.

In both programs, the hours are Monday-Friday, 9 a.m. to 5 p.m.

12. How will you let me know if I am invited to participate in the program?

Space in the Job Training and Placement Program is limited. We'll notify you by mail to tell you that you were, or were not, selected to participate in the initial week. Letters go out on the Friday after the close of the application period.

13. What's this about a paid internship? The second phase of the Job Training and Placement program is a paid internship, which lasts up to four months, during which interns are engaged in job search and work experience activities. Intern pay begins at \$8.50 an hour, with merit pay increases depending on the certifications and typing speed achieved by the intern.

14. What other options exist if I don't get accepted to the program?

- If you are a CalWORKs participant, your Employment Specialist can discuss other options with you.
- If you are not a CalWORKs participant, a Case Worker at the EASTBAY Works/One-Stop Career Center may be able to discuss other options with you if available and appropriate. You should attend the Orientation for the Career Center to begin the process of referral to a Case Worker.