

# ATLANTIC COUNTY ONE STOP CAREER CENTER

ATLANTIC COUNTY



ONE-STOP CAREER CENTER

STATE OF NEW JERSEY

## DIRECTORY OF SERVICES

[learntrainworkac.com](http://learntrainworkac.com)

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Hello!

Welcome to our guide to all employment and training services offered by the Atlantic County Workforce Development Board and the Atlantic County Office of Workforce Development. Our office is established to help dislocated workers, youth, and adults in need of employment, education, and training. We provide a number of different services that are highlighted on the following pages.

We provide services both virtually (online) and in person and our counselors are always willing to help. All of our services are free of charge and include literacy assistance, preparation and testing for the high school diploma, training grants, on-the-job training, apprenticeship, job counseling and job matching and more.

Our mission is to serve the residents of Atlantic County with workforce services that lead to better employment opportunities, increase marketable skills and create a career pathway to sustainable living wage jobs for all. Hopefully, this booklet will assist you in taking the first steps toward that achievement.

I wish you success and satisfaction as you pursue your new career path.

Sincerely,

*Francis F. Kuhn*

Francis F. Kuhn

Executive Director

Atlantic County WDB

## Need help finding a job?

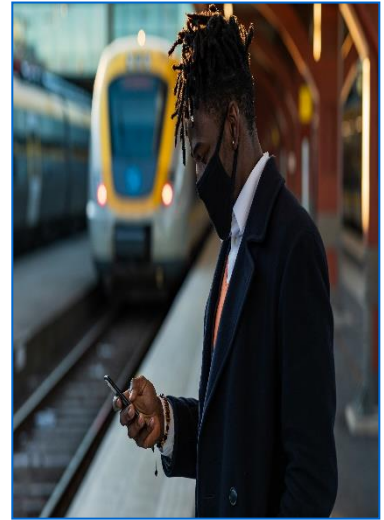
The One Stop Career Center can help you find full-time or part-time employment. All services focus on your existing job-related experience and ability to help you obtain a job. Use the following public access self-services listed below at no cost and at your convenience:

- Computers with printers are available to write cover letters and resumes.
- Fax machines and telephones are available to correspond with employers.
- Employment related resources are available-such as local job market trends and listings of demand occupations.
- Ask about workshops and classes that may be available.

For the most current job postings and job fair dates, follow our [Facebook](#) page [atlantic county office of workforce development](#) to begin your search today.

If you need additional help, a **Job Matching** and **Referral Service** is available at no cost. Please call 609-813-3932. Staff are available to refer you to job openings listed in the One Stop Career Center national database where your job skills, education and experience are matched with the needs of identified employers.

Based upon eligibility, you may be referred to other services such as: job training, public assistance (health, housing, legal etc...), vocational counseling, and/or educational services.



## Free Training Grants Available

Free job training grants up to **\$5,000** for in-demand occupations and **\$8,000** for Licensed Practical Nursing programs are available based on eligibility for residents of Atlantic County only. For additional information call (609) 485-0052 for an appointment.

Some popular Job Training choices include:

Certified Nurse's Aide(CNA)

CDL Driver A or B

Cosmetology

Microsoft Office Specialist

Medical Assistant

Computer Technician

Manicure/Nail Tech

Phlebotomist

Licensed Practical Nurse (LPN)

Graphic / Web Design

EMT

Massage Therapist

### How will you do in your next job? What types of jobs are in demand?

An Employment Specialist will assist you through the training process as you take the next steps on your career path to success **(Training → Employment → Better Life)**.

### NJ Work Based Learning

If you are seeking employment, a work-based learning program might be best for you. Call (609) 485-0052 and request to speak with a Job Developer about **On-The-Job training (OJT)**, **Incumbent Worker Training (IWT)** or a **Registered Apprenticeship (RA)** with approved employers ready and willing to hire. Contact (609) 485-0052 ext. 4824.

### NJ State College Tuition Waiver Program

If you are unemployed and eligible, this program can be used to attend classes **tuition free** at NJ State public colleges and universities. An unfilled seat in a particular class may be available using the Tuition Waiver. If you are accepted into the class, your tuition is waived, however, payment for books, materials and fees are your responsibility. Contact 609-813-3901.

### Get a FREE 35 Casino Employee Registration (Casino License)

If eligible, individuals who obtain a Promise of Employment from a casino may be eligible for a free initial Casino License. Contact (609) 485-0052 ext. 4819.

*Job Training Grants are available based on your eligibility and the availability of funds under the Workforce Innovation and Opportunity Act (WIOA).*

## Workforce Learning Link

The One Stop in Pleasantville offers free adult education programs that will help you improve your reading, math, and communication skills.

There is no registration requirement, and the program is open to the public. Sessions are based on the needs of the individual.

This program helps individuals enter the workplace, prepare to take enrollment tests (CASAS), or advance to further training by providing self-paced tutorials in the following:

- Entrance Exam Placement (nursing, trade, and military)
- High School Equivalency Test Preparation (HSE)
- Referral to ACCC ESL classes
- Workplace Literacy classes (Math /Reading)

Learning opportunities are available for everyone. For a complete list of free community education services, visit [www.learntrainworkac.com](http://www.learntrainworkac.com) and click on Education or call (609) 485-0052 ext. 4888 to ask for help.



## Atlantic County High School Equivalency Testing

Atlantic County now offers the High School Equivalency Exam, also known as the HISET test to individuals without a high school diploma. You may register to take all five subjects or choose to take one or several at a time.

### How do I register?

Registration is required ONLINE at [www.hiset.ets.org](http://www.hiset.ets.org) .

- Create an account, then select test location.
- Select date, time, and test.
- If you are 16 or 17 years old, you must have a signed Parental Consent Form at the time of registration.

### What are the costs?

At the time of registration, an online credit/debit card payment (only) will be accepted.

- \$103.75 for all five subjects (Math, Writing, Reading, Science and Social Studies) **OR**
- \$20.75 for each subject area you take. Example: You may test in just Reading, Math and Social Studies at a cost of \$62.25, A test taker cannot take more than three (3) subjects per day. (3 x \$20.75 = \$62.25)

### What subjects are covered in the exam?

There are five subject areas covered: Math, Writing, Reading, Science and Social Studies.

### Where can I study for the exam?

There are many free adult education programs that will help you improve your reading, math, and communication skills. If you need assistance, please call (609) 485-0052 ext. 4832 or visit [www.learntrainworkac.com](http://www.learntrainworkac.com).

## Atlantic County Public Assistance

Services are available based on eligibility.

**TANF (Temporary Assistance to Needy Family)** - Supplies cash benefits and medical assistance to very low-income households with minor children.

**SNAP – (Supplemental Nutrition Assistance Program)** – Provides food assistance to low-income households. Eligible households can include single individuals or groups of individuals of any age with or without minor children.

**GA (General Assistance)** – Provides cash benefits and medical services to very low-income singles and couples without custodial minor children.

**Medicaid** - Provides medical coverage to low-income families, seniors, and disabled individuals. Coverage is not available for single adults between the ages of 21 – 65.

**Child Support** – Provides parent locator services. Additionally, services are available to provide skills to absent fathers so they can work to support themselves and their children.

To apply visit the office below:

Atlantic County Department of Family  
and Community Development  
1333 Atlantic Ave., Atlantic City NJ 08401  
(609) 348-3001



## Business Services

The Atlantic County Business Resource Center (BRC) provides employers with business solutions. Located in the Atlantic County One Stop Career Center, Pleasantville Office, the BRC addresses workforce development requirements associated with recruitment and training for employers in Atlantic County and Cape May counties.

### Services Include:

- Listing your job on local and national databases
- Placing Job Orders to recruit employees
- Scheduling applicants for interviews in person or online
- Pre-screening applicants to meet your qualifications
- Up-to-date Labor Market Information (Labor Force Estimates)
- Professional assistance for customized job fairs in person , online or at your site
- On-the-Job Training grants for qualified applicants
- Information on Customized Training Grants
- Work Opportunities Tax Credit information and assistance

### Atlantic County Business Resource Center

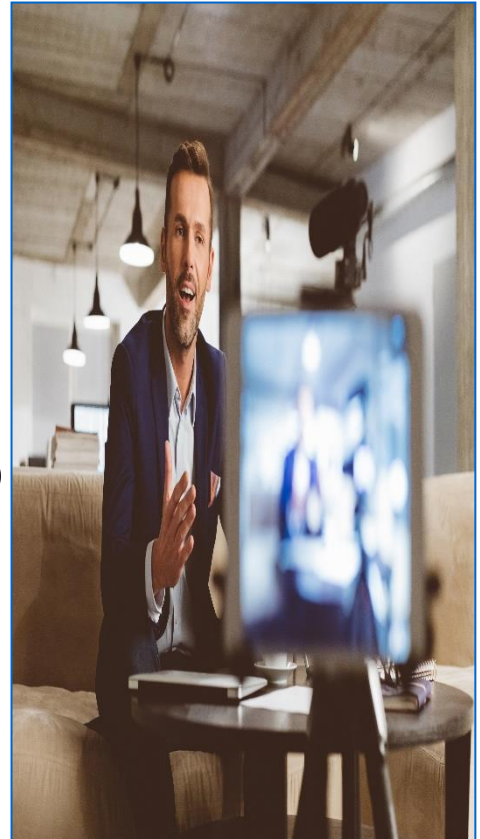
2 South Main Street

1<sup>st</sup> floor

Pleasantville, NJ 08232

Business Services Representative: (609) 358-3576

[Samuel.wear@dol.nj.gov](mailto:Samuel.wear@dol.nj.gov)



## Workers with Disabilities, Veterans and Seniors

### Senior Services

Low-income New Jersey seniors aged 55 and older can be assisted by Workforce 55+ to achieve economic self-sufficiency through employment. Workforce 55+, National Council on Aging and Experience Works are New Jersey's Senior Community Service Employment programs, which train and place older individuals in community service positions and unsubsidized employment. Job-ready seniors receive employment opportunities. Other seniors are referred to classroom or work-based training at nonprofit organizations and public agencies in their communities, prior to transitioning into the workforce. Participants receive a minimal stipend while they train to obtain gainful, unsubsidized employment.



### Veterans

Services are available exclusively to veterans, transitioning service members and their spouses. Eligible veterans work with a dedicated Veteran Representative who is trained to meet your specific needs and is familiar with the full range of job development services, including career planning, job searches and training programs. This service is available at no cost. Contact your local Veteran Representative at (609) 813-3913 or (609) 813-3907.

### Workers with Disabilities

The New Jersey Division of Vocational Rehabilitation Services (DVRS) helps individuals with disabilities that are having trouble finding or holding a job because of their disability. If you have a disability that is preventing you from working, or is endangering your present employment, DVRS services may be able to help. Submit a confidential referral for services or call your local DVRS office at (609) 813-3933.



## Youth

The **YouthWORKS** program help youth and young adults, ages 16 to 24, find jobs, connect to educational programs, obtain their high school diploma, and explore career opportunities. We provide services and programs to increase the job skills and employability of youth and young adults. These programs are available at no cost through a grant from the New Jersey State Department of Labor. Employment Specialists are available to meet with youth and young adults on an individual basis or in groups, to discuss career goals and guide them to pursue career paths based on their interests and abilities.

### For young adults:

- Career exploration
- Job search assistance
- Support services and referrals to High School diploma test preparation classes, free training programs and public assistance
- Individualized /group workshops and counselling by request

The **New Jersey Youth Corps Program** is a full-time, voluntary program when corps members spend half their time working toward a high school diploma and the remainder in community service/work experience projects. The program is for out of school youth ages 16 to 24. Members learn self-discipline, personal responsibility, socialization skills, work readiness abilities, and develop entry level occupational skills. Additional services available to corps members include development and referrals to community supports and resources. The goal of this program is to ensure that corps members will be placed in higher education, vocational training, or employment upon the completion of the program.



2 South Main Street, 2nd Floor Pleasantville, NJ 08232 • (609) 485-0052

Youth Works Supervisor ext. 4848

Dir. NJ Youth Corp ext. 4810

*\*Employment leads will be provided, upon request and based on availability.\**

# Atlantic County One Stop Career Center



*How can we help you?*

*2 South Main Street*

*Pleasantville*

*New Jersey, 08232*

*(609) 813-3900 (609) 485-0052*



**Atlantic County Executive**

Dennis Levinson

**Atlantic County Board of County Commissioners**

Maureen Kern, Chairperson

**Atlantic County Office of Workforce Development Board**

Francis F. Kuhn, Executive Director

**Atlantic County One Stop Career Center  
2 South Main Street  
Pleasantville, NJ 08232**



[www.learntrainworkac.com](http://www.learntrainworkac.com)

*FACEBOOK: atlantic county office of workforce development*

[atlanticcountywdb.com](http://atlanticcountywdb.com)