

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2020

March 1, 2021 – March 31, 2021

What's Old is New Again

TL DR. If you are tech savvy or are in regular contact with anyone under the age of 25, you may have received this response back after sending a message packed with useful and relevant information – *Too Long Didn't Read*. Even prior to the start of the pandemic, we were living in times of information overload – the volume of texts, e-mails, phone calls and voicemails on both landlines and cell phones at work and at home could be overwhelming at times. Fast forward to 2021 – the number of communications we receive in any given day has increased significantly as folks work to share information about a wide range of services that are available to help support individuals in their time of need. In the One Stop, we have reached out via e-mail as well as through our text alert mobile platform in order to engage jobseekers. Do all of our e-mails and texts get read? Do they get lost in a packed inbox? Do some end up in spam? Do some get deleted without the recipient ever reading them? While technology has many benefits, we don't want to overlook the old school method of community outreach – informational mailings. This mode of engagement is tried and true and when used in tandem with electronic ways of connecting, can be very effective. In March, the One Stop sent out via mail an introductory letter and informational packets to 117 non-profits and agencies that provide substance abuse treatment and mental health services in Hunterdon County (44) and Somerset County (73). The packets included information on One Stop services, literacy services, WFNJ services and Greater Raritan SkillUp along with the offer to provide virtual workshops to agencies and/or to those they serve. The goal of this mailing is to offer another way for service providers to receive and subsequently share information on our services with those who need support in re-engaging with the workforce. In April, the One Stop will be conducting this same outreach with faith based organizations in Hunterdon and Somerset Counties. In this age of technological advancements, we should not look to discard all of the old tools in our tool belts – some of them are well made, extremely sturdy and dependable. At the One Stop, we are working instead to redesign our tool belts to equip us with the best of the old and the best of the new.

March Community Outreach Fast Facts

- 6** Number of virtual job seeker workshops provided by Greater Raritan One Stop
- 109** Number of attendees at One Stop virtual workshops
- 117** Number of non-profits sent information packets on One Stop services
- 132** Number of new subscribers to the One Stop text alert mobile platform
- 2402** Number of Unemployment Insurance recipients emailed about One Stop services



One Stop staff attended a leadership training series on March 2nd and March 9th entitled Disruption by Design, sponsored by the GSETA Institute. The series provided vital skills on how to support our customers in adapting to the rapidly changing landscape of our workforce.



On March 23rd, HCESC's Workforce Learning Link contract was amended to include the additional \$30,000 received from the state, bringing the total PY20 contract to \$46,000.00 to provide 46 individuals with literacy services.



One Stop Career Counselor Yarlane Izquierdo got married on March 27th and has a new name – Yarlane Perkins! Congratulations to Laney on her spring nuptials!



Greater Raritan One Stop continues to be an active participant in meetings with our local and state partners in order to ensure that both the job seeker and the employer are provided with a seamless continuum of programs and services that result in employment, even in the midst of the pandemic.

- ✓ Weekly One Stop staff meetings
- ✓ Monthly WIOA Youth meetings
- ✓ Monthly GSETA meetings
- ✓ Monthly GSETA Operations meetings
- ✓ GSETA MIS and Monitoring meetings
- ✓ North Jersey Partners meetings
- ✓ One Stop Partner meetings
- ✓ GRWDB Quarterly Meetings
- ✓ GRWDB Youth, Literacy and Disabilities meetings
- ✓ GRWDB Team Meetings
- ✓ Special initiative meetings

DEDICATION. (dedi' kāSHən)

(n.) the quality of being dedicated or committed to a task or purpose.

COLLABORATION. (kə'labə'rāSHən)

(n.) the action of working with someone to produce or create something

PROGRESS. (prō'gres)

(n.) forward or onward movement toward a destination.



Mastering the INTERVIEW

**Tuesday, March 2nd, 2021
1:00pm – 3:00pm**

**Host:
Hunterdon County
Library System**

Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services

The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should think about asking. They will learn how to prepare for second interviews, testing, and shadowing, as well as how to follow up on their interview sessions.

Topics Discussed:

- Understanding the interview
- Types of questions
- Preparation
- Stress interviews
- Following up the interview
- Common problems and solutions
- Phase Two (after the interview)
- Trick questions
- Sealing the deal
- Getting what you're worth

How You Will Benefit:

- Understand the different types of interview questions and how to prepare to answer them.
- Learn the most effective ways to prepare for an interview, including how to present yourself professionally.
- Develop expertise at expressing yourself effectively.
- Know how to ask for feedback following an interview.
- Learn how to answer the toughest interview questions.

***Please note this workshop will be virtual via Zoom.
Pre-registration is required.***

To register go to: <http://hclibrary.evanced.info/signup/Calendar>
Go to the date of the program and double click to register,
or email Dana Neubauer: dneubauer@hclibrary.us





CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

*Includes a comprehensive focus
on resume writing*

Tuesday, Mar. 9th, 2021

7:30 pm — 9:00 pm

Host:

**Somerset Hills YMCA
Career Forum**

Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services



A proud partner of the **americanjobcenter** network



The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

Please note this workshop will be virtual via Zoom.

No registration is required. To attend Zoom meeting, please click this link: **<http://bit.ly/3nyo1xP>**

Meeting ID: **525 732 848**

Password: **650668**

This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services and the
The Greater Raritan Workforce Development Board (GRWDB)**

The Hunterdon County Library System
in collaboration with the
Greater Raritan One-Stop Career Center



HOW TO THRIVE DURING TRANSITION AND CHANGE



Times of transition hold both challenges and opportunities. What are you really committed to in this moment?

Tony Robbins once said, *"Quality questions create a quality life."*

- Is your behavior consistent with what you are committed to?
- Are you present and engaged in your own life?
- Are you satisfied with your choices?
- Would you like to make better choices in the future?

Our life is made up of decisions. When we ask the right questions it heightens our awareness and allows us to see more clearly. The strategies and philosophies that will be presented in this workshop provide attendees with tools that self-empower. The workshop is designed to help you achieve your personal best both professionally and personally. It's a point of view that is based on choice. Self-empowerment feeds our unconscious mind to make conscious choices that allow us to be successful.

Tuesday, March 16th, 2021
1:00pm – 3:00pm

SPEAKER:
Jan Goodman
Community Outreach Specialist
Greater Raritan
One-Stop Career Center Training
Services

*Please note this is a
virtual workshop via Zoom
and preregistration is required.*

To register, go to:

- <http://hclibrary.evanced.info/signup/Calendar>
Go to the date of the program and double click to register
- Email Dana Neubauer: dneubauer@hclibrary.us

Greater Raritan One-Stop Career Center
Training Services

A proud partner of the **americanjobcenter** network





CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

*Includes a comprehensive focus
on resume writing*

**Tuesday, March 23, 2021
10:00 am — 12:00 pm**

**Host:
Greater Raritan One-Stop
Career Center
Training Services**

**Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services**



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To register, please email Jan Goodman,
Community Outreach Specialist at:
jgoodman@co.somerset.nj.us

This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services and the
The Greater Raritan Workforce Development Board (GRWDB)**



Background Checks & References

What Are Employers Learning About Our Clients

This staff training will examine an in-depth look at the many different ways employers are delving into applicant's pasts to determine their suitability for the job. The interview is only one step in the process. The background and reference check is a completely separate and extensive check made easier by the internet.

What are employers learning? What can job candidates do to ensure employers learn what they want them to? Attendees will be provided with information on the extensive steps to help clients improve their background and reference checks. The 9 points covered will include:

- Criminal Checks
- Driving History
- Credit History
- Drug Testing
- Education Records
- Social Media Searches
- Personal Medical Records
- Employment Verification
- Personal/Professional References

Paul Cecala is a certified career coach who is self-employed. He has worked for several post-secondary career schools as a Director of Career Services. He has also worked as a Program Manager for lifelong learning and workforce development at Fairleigh Dickinson University and the County College of Morris. Additionally, Paul helped develop the job search training process for several NJ Department of Labor job search groups.



One-Stop Staff/Partner
In-Service Training

**Thursday,
March 25, 2021**

2:00pm – 4:00pm

SPEAKER:
Paul Cecala
**Certified
Career Coach**
**Cecala
Career Consultants**

Click here to join
Zoom meeting:

<http://bit.ly/2NwPpz0>

Meeting ID: 844 8597 6894

Passcode: 740541



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The **Greater Raritan One-Stop Career Center**, in collaboration with the **Franklin Township Public Library**, presents a **Distinguished Author Workshop** entitled:

Stop the Worry, So You Don't Miss the Magic

Presented by **Karen Okulicz**

Why worry? What does worry add to our self-care during this winding road of the COVID pandemic? Nothing is the answer. How can we maintain our balance without losing ourselves in "WORRY?" We can start by using some tried and true techniques that put worry on the shelf. When we worry, we miss the magic in all areas of our lives. Join Karen Okulicz to eliminate the unnecessary need for worry. Remember, don't worry, you never have to.

Karen Okulicz

knows first-hand about the rigors of looking for work, having become unemployed twice in three years. Her

first stretch of unemployment lasted eleven months. At the start of her second unemployment she began to try a different way of looking for work than "just send the resume." The "Try!" techniques for a complete job search were created.

Her second book, "*Decide!*" sprang from the years of marketing her first book. She would listen to people say, "I can't decide about my future or about my work." She thought maybe it's not that they can't decide, maybe they don't know how. Her second book was born: "*Decide! How to Make any Decision.*"

While observing which people seemed to have the best approach to life, she recognized it was their positive attitude. "*Attitude! For Your Best Lived Life*" became the third book.

The latest book, "*Stand! Choosing to be Self-Reliant*" was written after witnessing so many friends and family having to rebuild their lives in so many ways. "*Stand!*" outlines how to build a life that fits us well under any circumstance.

Ms. Okulicz has hosted and produced the radio show "Workline." She provides workshops from her books and is a continued guest in the media. Her books have been translated in a dozen languages.



Friday, March 26, 2021

11:00am – 12:30pm

Please note this is a
virtual workshop via Zoom.

Registration is required.

To register, please contact
Kerri Sullivan at:
ksullivan@franklintwp.org

A link to the Zoom workshop
will be included
in your confirmation email.



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Human Services Director
MICHAEL FROST

One Stop Career Center Director
MONICA MULLIGAN

COUNTY OF SOMERSET DEPARTMENT OF HUMAN SERVICES

GREATER RARITAN ONE STOP CAREER CENTER

27 Warren Street • P.O. Box 3000
Somerville, New Jersey 08876-1262
(908) 704-6326 • Fax (908) 253-0180
OneStop@co.somerset.nj.us
www.co.somerset.nj.us



Aging & Disability Services
JOANNE FETZKO

Community Development
KIMBERLY COWART

Juvenile Institutional Services
MONICA MULLIGAN

Richard Hall Community MHC
NICCI SPINAZZOLA

Rutgers Cooperative Extension
DARYL MINCH

Veterans Services
PETER NIEMIEC

Volunteer Services
WILLIAM F. CROSBY

Youth Services
LINDA M. PORCARO

March 22, 2021

Dear Community Partner,

We are reaching out to you to provide information about all of the free services offered through the Greater Raritan One Stop Career Center and Greater Raritan Workforce Development Board (GRWDB) which serves job seekers at all points in their career journey. Supported by both federal and state grant funds for over ten years in our local area, our services are available to residents of both Hunterdon County and Somerset County along their pathway to career success. The last year has been challenging for everyone, but especially for the people that reach out to community agencies like yours for assistance in times of need. Our state certified career counselors and dedicated staff can support and assist your agency and the folks you serve that may be looking to enter or re-enter the workforce, even in the current virtual environment.

Please take some time to take a look through our one page service overview sheet included with this letter in order to find more details about how we can support the great work that you do. We have also included additional materials about available literacy programs, Work First New Jersey (WFNJ) programming and SkillUp Greater Raritan, which gives users immediate access to free, on-line training. If you need any of these flyers in an electronic format in order to share out, please let us know.

We also wanted to share that both the Greater Raritan One Stop Career Center and the GRWDB are available to provide your agency with virtual presentations on our free services to any of your boards, committees and/or groups of those that you serve. We have more than a dozen free job seeker and career development workshops that can be presented in a virtual format to support job seekers during these transitional times.

We are committed to finding ways for us to partner to work towards our shared goal of having people placed in employment that supports personal growth and financial self-sufficiency. If you are interested in learning more about our services or would like to schedule a virtual presentation or workshop, please contact the Greater Raritan One Stop Career Center at 908-541-5780 or OneStop@co.somerset.nj.us or the GRWDB at 908-541-5790 or info@thegrwdb.org. Our calendar of events and programs, updated on an on-going basis, is available at www.thegrwdb.org. We look forward to hearing from you.

Truly yours,

Monica Mulligan

- Mission Statement -

The County of Somerset is committed to excellence and innovation in public service, promoting the well-being of all residents and communities by providing effective, efficient and responsive leadership.

Somerset County Is An Equal Opportunity Employer

Services for our Customers

- ◆ Individual career counseling and vocational guidance, provided by state-certified career counselors
- ◆ Services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability
- ◆ Aptitude, interest and skill based assessments to guide career exploration
- ◆ Virtual workshops and webinars that provide the tools and skills needed to land a job in today's competitive market
- ◆ Free labor market information resources showing trends in current jobs and needed skills
- ◆ Workforce Learning Link services for those who are in need of Adult Basic Education, High School Equivalency, English as a Second Language and fundamental computer skills.
- ◆ Training grants that serve to upgrade skills and increase job seekers' marketability and ability to secure employment
- ◆ On-the-job-training grants that allow employers to make an investment in prospective new hires who would benefit from business-specific learning
- ◆ Recruitment events on different platforms that bring together job seekers and businesses who have job openings and are ready to hire
- ◆ Access to the latest job postings each week



Serving Hunterdon and Somerset Counties

For more information about our services, contact us at
 908-541-5780 or onestop@co.somerset.nj.us.

Visit www.thegrwdb.org/resources/ or text **onestop** to 56512 for weekly updates.

A proud partner of the  **americanjobcenter** network

Servicios para nuestros Clientes


- ◆ Consejería individualmente y orientación profesional, proporcionada por orientadores certificados por el estado
- ◆ Servicios para poblaciones especializadas incluyendo veteranos, juvenil, +55 años, ex-delinquentes, los beneficiarios de asistencia pública y las personas que viven con una discapacidad
- ◆ Evaluaciones para orientar la exploración de carreras basado en aptitud, interés, y habilidad
- ◆ Talleres virtuales y seminarios web que proporcionan las herramientas y habilidades necesarias para conseguir un trabajo en el competitivo mercado de hoy.
- ◆ Recursos de información gratis del mercado laboral que muestran tendencias en los empleos de hoy y las habilidades necesarias.
- ◆ Talleres que proporcionan las herramientas y habilidades necesarias para conseguir un trabajo en un mercado competitivo de hoy
- ◆ Servicios de conexión para aquellos que necesitan una educación básica para adultos, preparatoria, Inglés como segunda lengua y informática fundamental.
- ◆ Becas de entrenamiento que sirvan para mejorar habilidades y aumentan los demandantes de empleo comerciabilidad y capacidad para garantizar el empleo
- ◆ Eventos de reclutamiento en diferentes plataformas que reúnen a solicitantes de empleo y negocios que tienen ofertas de empleo y están listos para contratar.
- ◆ Acceso a la última publicaciones de empleo cada semana.



Sirviendo los Condados de Hunterdon y Somerset

Para obtener más información sobre nuestros servicios, contáctenos al 908-541-5780
 o onestop@co.somerset.nj.us.

Visite www.thegrwdb.org/resources/ o envíe un mensaje de texto “onestop” a 56512 para actualizaciones semanales

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LITERACY = OPPORTUNITY



***FREE online classes offered by the following agencies
in Hunterdon and Somerset help adults:***

Earn a high school diploma • Learn English • Start training for a career

HUNTERDON COUNTY

HUNTERDON COUNTY ESC
vszymanski@hunterdonesc.org
908.237.5000

High School Equivalency
English Language Acquisition
Basic Computer Skills

HUNTERDON HELPLINE
literacy@helplinehc.com
908.782.4357

Literacy Services
Servsafe Food Handler Certification

Assistance is available for students
who don't have easy online access.
Don't be left behind!

SOMERSET COUNTY

HUNTERDON COUNTY ESC
spettesch@hunterdonesc.org
908.541.5781

High School Equivalency
English Language Acquisition
Basic Computer Skills

JOINTURE

bscharf@jointure.org
908.722.0233 x112
English Language Acquisition
Servsafe Food Handler &
Servsafe Alcohol Certifications

FRANKLIN BOE
franklinadulterd@gmail.com
High School Equivalency

**LITERACY VOLUNTEERS
of SOMERSET COUNTY**
info@literacysomerset.org
908.725.5430

English Language Acquisition • Free Weekly Tutoring

ALFABETIZACION = OPORTUNIDAD



Clases en linea GRATUITAS ofrecidas por las siguientes agencias en Hunterdon y Somerset asisten adultos a:

**Obtener un Diploma de Estudios Secundarios • Aprender Ingles
Iniciar Entrenamiento para una Carrera**

HUNTERDON COUNTY

HUNTERDON COUNTY ESC
vszymanski@hunterdonesc.org
908.237.5000

Clases preparatorias para obtener
la Equivalencia de Estudios Secundarios
Ingles • Computación Básica

HUNTERDON HELPLINE
literacy@helplinehc.com
908.782.4357

Alfabetización • Certificados de Manipulación
de Alimentos/ServSafe

Asistencia disponible para estudiantes
con acceso limitado a clases en linea.

No te quedes afuera!

SOMERSET COUNTY

HUNTERDON COUNTY ESC
spettesch@hunterdonesc.org
908.541.5781

Clases preparatorias para obtener la Equivalencia
de Estudios Secundarios
Ingles • Computación Básica

JOINTURE

bscharf@jointure.org
908.722.0233 x112

Ingles • Certificados de Manipulación de Alimentos y
Bebidas Alcoholicas/ServSafe

FRANKLIN BOE

franklinadulterd@gmail.com

Clases preparatorias para obtener la Equivalencia de
Estudios Secundarios

Greater Raritan
Workforce Development Board



**LITERACY VOLUNTEERS
of SOMERSET COUNTY**
info@literacysomerset.org
908.725.5430

Ingles • Tutoria semanal gratuita

ARE YOU ON TARGET FOR SUCCESS?

Join our free, virtual workshops to prepare for your future.



GOAL SETTING

JOB SEARCH TECHNIQUES

RESUME WRITING

INTERVIEW SKILLS

SUCCESS AT WORK

OPEN TO ANY RESIDENT OF HUNTERDON AND SOMERSET COUNTIES RECEIVING:

Temporary Assistance for Needy Families (TANF)

General Assistance (GA) or

Supplemental Nutrition Assistance Program (SNAP)



For more information, call:

(908) 526-8800 ext. 6747 (Somerset County)
(908) 237-5000 (Hunterdon County)

Or visit us on the web:
bit.ly/3l261dK



Employee Digital Literacy is essential to hiring managers in Hunterdon and Somerset counties!



Get the training you need with

SkillUp Greater Raritan

A free online learning portal

In today's challenging job market, employers want workers who have digital literacy skills, whether working remotely or on-site. **SkillUp Greater Raritan**, a program presented by the **Greater Raritan Workforce Development Board**, provides self-paced training in crucial areas. Topics include:

- Computer skills, including using different browsers
- Mobile device use, including iPads, Windows, Gmail and more
- Virtual collaboration tools, including Zoom, GoToMeeting, Microsoft Teams, WebEx, and Skype

Complementing those courses is a "Working from Home" track of classes focusing on such topics as Discovering Your Strengths, Managing Your Career and Work/Life Balance.

During a **GoToMeeting webinar**, participants will learn how to access these and thousands of other courses available in SkillUp Greater Raritan, and review other career and jobs resources.

WHEN:
Every
Wednesday
at 3 p.m.

WHERE:
On your
computer,
in a GoToMeeting
virtual webinar

No registration is necessary. To get log-in instructions, go to the calendar tab of www.thegrwdb.org and click on any Wednesday of any month, or contact jcassano@co.somerset.nj.us or call 908-541-5785.





CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

*Includes a comprehensive focus
on resume writing*

**Tuesday, April 20, 2021
10:00 am – 12:00 pm**

**Host:
Greater Raritan One-Stop
Career Center
Training Services**

**Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services**



A proud partner of the **americanjobcenter** network



The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

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Pre-registration is required.

To register, please email Jan Goodman,
Community Outreach Specialist at:
jgoodman@co.somerset.nj.us

This program is in partnership with:

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The Greater Raritan Workforce Development Board (GRWDB)**



*The Franklin Township Public Library presents
Workforce Wednesdays*

What Employers Are Looking for in Applicant Resumes and LinkedIn Profiles

**Wednesday,
April 21, 2021**

10:00am – 11:30am

SPEAKERS:

Chris McNally
Talent Acquisition
Specialist,
Peapack Gladstone
Bank



Erin Villagra
Talent Development
Specialist,
Peapack Gladstone
Bank



Please join talent development specialists from Peapack Gladstone Bank for an enlightening session on resume writing and leveraging LinkedIn. Participants will benefit by acquiring real tips from the talent acquisition team on what an employer looks for in applicant's resumes.

Both Christopher McNally, Recruiter and Erin Villagra, Talent Development Specialist from Peapack Gladstone Bank will discuss the dos and don'ts of:

- Resume types
- Layout and formatting tips
- How to make a resume stand out
- Importance of LinkedIn during a job search
- Best practices for building a profile on LinkedIn
- How to make LinkedIn work for you
- How to increase your LinkedIn presence
- How to build connections by networking

**This is a virtual workshop via Zoom.
Pre-registration is required.**

A link to the Zoom workshop will be included
in your confirmation email.

Please contact **Kerri Sullivan** at
ksullivan@franklintwp.org

Sponsored by the
Greater Raritan One-Stop Career Center in collaboration with the
Franklin Township Public Library



What Employers Are Looking for in Applicant Resumes and LinkedIn Profiles

**Wednesday,
April 28, 2021**

10:00am – 11:30am

SPEAKERS:

Chris McNally
Talent Acquisition
Specialist,
Peapack Gladstone
Bank



Erin Villagra
Talent Development
Specialist,
Peapack Gladstone
Bank



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- How to build connections by networking

**This is a virtual workshop via Zoom
Pre-registration is required.**

To pre-register, please click:

<http://conta.cc/203jV4I>

Sponsored by the
Greater Raritan One-Stop Career Center
in collaboration with the **New Start Career Network**
a program of the **John J. Heldrich Center for
Workforce Development at Rutgers University**