

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2020

April 1, 2021 – April 30, 2021

Connections with Communities of Faith

When folks are in need, it can be hard to reach out and ask for assistance directly from a community agency, especially if the person seeking services does not already have an established relationship with a local provider. People often turn to those who they trust and who have been there to provide them support and guidance through tumultuous times in their lives, such as family and friends. Communities of faith also play a large role in the lives of many. When going through challenging times, folks often turn to their place of worship for not only spiritual direction, but for concrete services that many faith communities provide such as food and clothing and pre-school and literacy classes. Faith communities also do amazing work connecting those in need with other services that will help to provide stability in their lives. Because we recognize the rich resource we have in our communities of faith, this April, the One Stop mailed packets of information on our services to 239 places of worship across Hunterdon County and Somerset County so that can refer those seeking employment to us and we can help them navigate the winding path of their career journey wherever it may lead!

The One Stop staff conducted its quarterly time study in April. Time studies track the work that each staff member accomplishes each day and is important in the budget process. Time studies determine the allocation of funds across our WFNJ, Adult, Dislocated Worker and Youth grants and are an integral part developing an updated Cost Allocation Plan (CAP).



As part of National County Government Month, marketing materials for services offered through the Greater Raritan One Stop were on display April 5th through April 12th at the Somerset County Board of Commissioners booth at the Bridgewater Library. *County Government Works for You!*



In partnership with the Somerset County Library System, the Greater Raritan One Stop participated in a project with a Somerville Library social work intern who was gathering information on local social services. Resources were being compiled and shared with library staff and future interns so that service information could be shared with library patrons. We were happy to talk about the myriad of free services we have to offer to job seekers through the One Stop!

April Community Outreach Fast Facts

- 3** Number of virtual job seeker workshops provided by Greater Raritan One Stop
- 66** Number of attendees at One Stop virtual workshops
- 239** Number of faith-based organizations sent information packets on One Stop services
- 868** Number of e-mails sent out to new UI claimants in Hunterdon and Somerset Counties

DEDICATION. (dedi' kāSHən)
(n.) the quality of being dedicated or committed to a task or purpose.

COLLABORATION. (kəˌlaba'rāSHən)
(n.) the action of working with someone to produce or create something

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



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.

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.

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:

**The Greater Raritan One-Stop Career Center Training Services and the
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



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.

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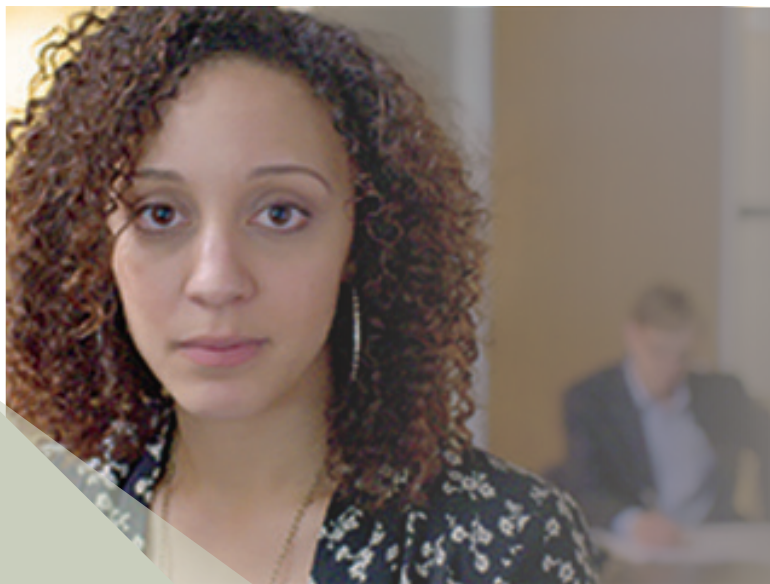
**This is a virtual workshop via Zoom
Pre-registration is required.**

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**

Defeating Unconscious Bias: 5 Strategies



“Human beings are poor examiners, subject to superstition, bias, prejudice, and a PROFOUND tendency to see what they want to see rather than what is really there.”
— Scott Peck

DATE: Wednesday,
May 19th, 2021

TIME: 10:00 am – 12:00 pm

*In collaboration with the
Franklin Township
Public Library*

Speaker: Jan Goodman
Community Outreach Specialist,
Greater Raritan One-Stop Career Center

**This is a virtual Zoom workshop.
Preregistration is required.**

**To preregister, please go to:
events@franklintwp.org
to reserve your spot.**

Let's face it, everybody has some unconscious bias. This is not in the context of talking about a preference for Mexican food or an inclination toward the color blue. The focus here is on those inflexible beliefs about whole categories of people that keep us from seeing others accurately, from making fair and appropriate decisions, and from building the kind of harmonious relationships that make our lives more successful.

Clearly, biases are bad news. On the other hand, the good news is that biases do not make us bad people. Human nature is to lump people into categories. Because of this predisposition, we are vulnerable to unconsciously believing the messages that bombard us from family, media, experience, and society as a whole. But we are not stuck with our unconscious biases; we can defeat them.

The “Defeating Unconscious Bias” workshop is designed to address the hidden biases that can affect hiring, team building and challenges the ability to create inclusivity in both professional and personal settings. A 14 minute video accompanies this training offering 5 simple, actionable, and memorable strategies to enhance workplace productivity and innovation by addressing bias. The authenticity and diversity of the scenarios utilized keeps participants attention, and the solutions suggested support change without blame.

*This program is being offered in
partnership with the Greater Raritan
One-Stop Career Center.*



The Art of EFFECTIVE COMMUNICATION



Tuesday, May 27, 2021

7:30pm – 9:00pm

Somerset Hills YMCA
Career Forum

Speaker: Jan Goodman
Community Outreach
Specialist/Career Coach

Greater Raritan One-Stop Career
Center Training Services

"Communication is two-sided – vital and profound communication makes demands on those who are to receive it... demands in the sense of concentration of genuine effort to receive what is being communicated."
– Roger Sessions

Points of Discussion:

- Self-Assessments
- Looking at different personality types
- Identifying your Myers Briggs Personality Types
- Defining filters
- Encoding, decoding and sending messages
- Culture
- Gender
- Active listening
- Paraphrasing statements
- Nonverbal messages
- Handling Conflict
- Being assertive, not aggressive
- Communication preferences
- Communication models

How You Will Benefit:

- Understand a working definition of communication.
- Review communication models and their key elements.
- Apply Myers Briggs personality assessments to develop effective communication skills.
- Investigate different styles of communicating.
- Learn how tolerance for disagreement affects effective communication.
- Identify common communication filters.
- Learn new tools for effective communication.

**Please note this is a virtual workshop 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



A proud partner of the [americanjobcenter](#) network

This program is in partnership with the
Greater Raritan One-Stop Training Center





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

April 2021

Dear Community Faith 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 those that reach out to you for assistance in times of need. Our state certified career counselors and dedicated staff can support and assist you 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 you and your congregants. 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 virtual presentations on our free services to you or to any of the people 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 helping people in need. 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](http://americanjobcenter.org)® 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.



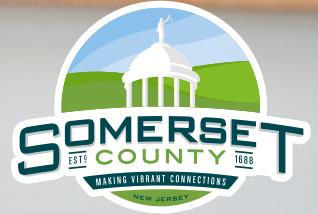
Sirviendo los Condados de Hunterdon y Somerset

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

A proud partner of the  **americanjobcenter**® network

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 Certifications

HUNTERDON COUNTY LIBRARY
tedwards@hclibrary.us
908.713.7005

Weekly English Conversation Group

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
franklinadulted@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

HUNTERDON COUNTY LIBRARY
tedwards@hclibrary.us
908.713.7005

Grupo semanal de conversacion en Ingles

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

franklinadulted@gmail.com

Clases preparatorias para obtener la Equivalencia de
Estudios Secundarios





WORKFORCE LEARNING LINK

- Get your high school diploma.
- Upgrade your skills to enter an occupational training or post-secondary education program.
- Enhance your basic literacy and computers skills to obtain or maintain employment.

TWO LOCATIONS

HUNTERDON COUNTY

8 Bartles Corner Road, Suite 205
Flemington
908-237-5000

SOMERSET COUNTY

27 Warren Street, 2nd floor
Somerville
908-541-5781

FREE to eligible residents of NJ age 16 and up
Click <http://bit.ly/3qr7cp5> to complete an application



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.



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



CHROMEBOOK LOANER PROGRAM



You may be eligible to borrow a Chromebook from the
Greater Raritan Workforce Development Board
to assist with your career-readiness work.

This new **CHROMEBOOK LOANER PROGRAM**

is open to eligible residents of
Hunterdon and Somerset Counties
receiving:

Temporary Assistance for
Needy Families (TANF)
General Assistance (GA) or
Supplemental Nutrition
Assistance Program (SNAP)

The Chromebooks, available for a
four-week loaner period, can assist with:

- Virtual Workshops
- E-Learning Classes
- Resume Writing
- Job Search
- Career Coaching



For more information, and to see if you are eligible, call:

(908) 526-8800 ext. 6747 (Somerset County) • **(908) 237-5000** (Hunterdon County)
or visit us on the web: bit.ly/3I261dK

Build Your Resume – and Build Your Career



**A well-structured resume is crucial to a successful job search.
And a well-structured LinkedIn profile is crucial
to your career-building efforts.**

The **Greater Raritan Workforce Development Board's** new **Resume Portal**, powered by Hiration, gives residents of Hunterdon and Somerset counties free access to a powerful tool to create and review targeted resumes, cover letters, and LinkedIn profiles.

This new free platform aims to help job seekers improve their job-search results. Users also may also show their finished resumes to career counselors in the Greater Raritan One-Stop Career Center.

This digital career center includes:

- An AI-powered resume builder
- An automated resume reviewer
- A LinkedIn profile reviewer
- A cover letter builder
- An online portfolio builder
- Interview preparation for targeted occupations

To get started, go to the **Resources – Resume Portal** tab of **www.thegrwdb.org**.
Read the instructions, go the page link to create your account,
and get started on building your career.

For more information, email info@thegrwdb.org or call 908-541-5790.

