

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2020

June 1, 2021 – June 30, 2021



Spotlight on Success

It always seems impossible until it's done ~ Nelson Mandela

As Program Year 2020 closes, we would like to share with you one of our stories of success.

TJ came to the One Stop as an individual who had always worked - and worked hard. A kind-hearted, proud and courteous man, he shared with his One Stop Case Manager that he was a very talented mason who had spent his entire career working with his hands. He loved his work, as it allowed him to use his creativity and it provided him with the financial stability to comfortably support himself. Over time, he was plagued with physical ailments that prevented him from continuing in this line of work. He started his job search determined to find immediate employment but found that his very specific skill set was not what employers were looking for in an office setting. He was also not able to drive due to his physical condition, so he could only look for employment in a small radius from his apartment. TJ found that he was left without any income or job prospects, soon lost his housing and ended up applying for and receiving public assistance as a General Assistance (GA) client. While his doctors warned that he may not be able to work again due to his physical state, TJ knew that he wanted more for himself and for his future. As he had never used a computer before, with the assistance from his One Stop Case Manager, he enrolled in the Workforce Learning Link (WLL) to learn basic computer skills. He was an eager student and an avid learner, picking up this new skill with the support and encouragement of his WLL instructor. TJ was given information on Section 8 housing and found a stable place to live. His new skills, coupled with his new residence, gave TJ a significant confidence boost. However, he soon had another major medical setback which led to him to eventually be placed on disability through Social Security. While his medical issues prevented him from working full time, with resources provided by his One Stop Case Manager, TJ was able to secure part-time employment with a local shop who needed someone to enter basic customer information into a database. Working just a few hours a week, the One Stop Case Manager worked with TJ to ensure he was not in danger of losing his disability benefits, which he needed to sustain himself financially. TJ was thrilled to be able to use his newly acquired computer skills at his new job and has made a whole new circle of friends through his employment. While the road along TJ's career journey has been rough at times, he never gave up hope that he would be able to find another job – and neither did his case manager! TJ still checks in with the One Stop from time to time to let us know how he is doing and each time he expresses his thanks for everything that was done to support him along every step of the way.

On Tuesday, June 1st, One Stop Career Training Services staff returned 5 days a week to the office. Staff have been working full time since the start of the pandemic but coming into the office on a staggered schedule. On June 15th, the office opened to public in accordance with Somerset County policy. All staff are currently reporting to the Somerville office until such time that Hunterdon County opens to the public. Weekly orientation is being conducted virtually, while all other services are being offered in-person and virtually, based on customer request. Provision of services continues to evolve. Stay tuned!

Michael Rodriguez, who for the last four years has worked in the Youth Employment Services Program as the Program Coordinator, accepted the position of YES Case Manager! In June, the vacant Program Coordinator position was transitioned to a Case Manager position to support program needs. The Case Manager position was posted in June with interviews expected to take place in July. More to come!

In June, the One Stop outreached to 827 new UI claimants from Hunterdon County (162) and Somerset County (665) informing them of our services!

On June 22nd, the PY20 Workforce Learning Link contract was approved through Commissioner resolution to be extended through September 30th, as permitted by NJDOL. This will allow HCESC to continue to utilize any funds that were not expended by June 30, 2021. NJDOL is extending the deadline, as it was late with providing the funding to local areas in PY20.

DEDICATION. (dedi' kāSHən)

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

COLLABORATION. (kə,ləbə'rāSHən)

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

PROGRESS. (prō'gres)

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

The Art of EFFECTIVE COMMUNICATION



Wednesday, June 16, 2021

10:00am – 12:00pm

Somerset County
Library System

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.
Registration is required.**

To register go to <https://sclsnj.org/>

Click on Programs & Events

Click on Adults and go to

June 16th on the calendar to register



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

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





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

*Includes a comprehensive focus
on resume writing*

Wednesday, June 23, 2021

1:00 pm — 3:00 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 reserve your spot, please call
Adult Services at: **(908) 730-6135**
or go to: **<https://bit.ly/3clftaF>**

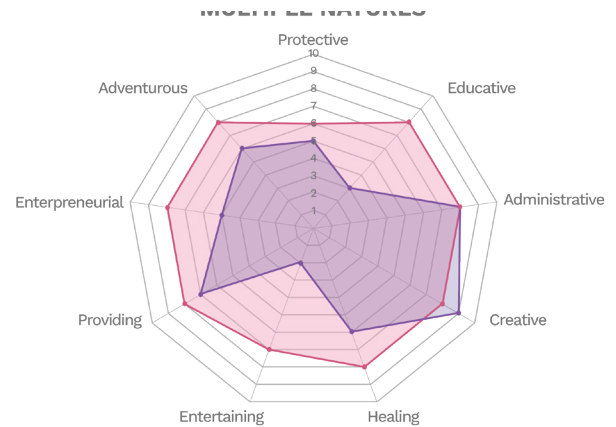
This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services and the
Hunterdon County Library System**

Align Your Potential by Identifying Your Natural Abilities



MULTIPLE NATURES



Multiple Natures is a career discovery, job transition, recruitment and life coaching assessment.

Each person has a unique set of traits which provides a predisposition towards different types of work and activities.

Multiple Natures assists individuals in their quest for self-improvement and finding the flow to fulfill their true potential.

To help understand yourself and make better decisions for your life, attend this workshop with **Multiple Natures Practitioner Jan Goodman**. Unlock the secret of your unique natures so you can identify and engage your natural abilities to the highest level!

Space is limited and preregistration is required.

Each workshop participant must take the Multiple Natures assessment in advance.

To pre-register, please contact Jan Goodman at: (908) 704-6351 or jgoodman@co.somerset.nj.us

Links to the assessment will be provided via email on Monday, June 28th.

Assessments must be completed no later than Wednesday, July 7th.

Please bring a smartphone or tablet with you to the July 15th workshop to review your report results.

Final reports will be sent via email during the session.

**Thursday,
July 15th, 2021**

1:00pm – 3:00pm

This workshop will be delivered in a Zoom virtual format. You must have Zoom loaded on your computer to participate.

Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach

Greater Raritan One-Stop Career
Center Training Services

This program is sponsored by the Greater Raritan One-Stop Career Center and Franklin Township Public Library.

