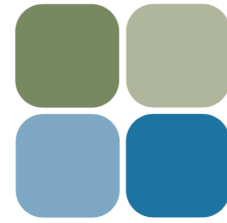


Greater Raritan

Workforce Development Board



NEWSLETTER

Career Resources & News for Employers and Job Seekers in Hunterdon and Somerset Counties

Career-Related Services Available Through One-Stop Career Centers



While extended pandemic-related unemployment benefits expired on Sept. 4, thousands of businesses throughout New Jersey need workers, and the state's workforce systems partners are ready to help with a range of in-person and virtual career-related services.

One-Stop Career Center offices have been closed to in-person services since March of 2020 but have shifted to a virtual-delivery model and are offering career webinars, virtual information sessions, case management and other services remotely by using digital and telephonic models.

Greater Raritan One-Stop Career Center
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
- Apprenticeship, 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://www.americanjobcenter.org/) network

In recent months, many county Workforce Development Boards and One-Stop Career Training Centers have become hybrid operations offering in-person services by appointment only as well as a virtual suite of services developed by the partners over the past 17 months.

State-run One-Stop Career Centers are currently operating remotely only,

with career-related services available virtually and by telephone. A date for the resumption of appointment-only, in-person services at the state-run centers has not been determined.

Residents of Hunterdon and Somerset counties who need assistance with career-related services can contact the Greater Raritan Workforce Development Board and its local system partners. Services include Virtual Information Sessions for companies hiring in the two counties; since the beginning of

The Greater Raritan Workforce Development Board Disabilities Committee and Raritan Valley Community College present



WHEN: Tuesday, October 12, 4-7 p.m.
WHERE: RVCC Conference Center, Branchburg
WHAT: Job Fair, Agency Information tables and Presentations for Job Seekers and Employers – all FREE
PURPOSE: Connecting People with Disabilities to Employment Opportunities

The event is for Job Seekers, to connect them with open positions and employment programs in the two counties, and Employers, who can highlight their open positions and gain an understanding of the value of working with this population. The event will include a presentation on "Helping Small Businesses Leverage the Talents of People with Disabilities," given by team members from the Northeast Center for the ADA.

Employers and Resource agencies interested in participating in this FREE event must register by calling 908-541-5790 or emailing info@thegrwdb.org. Community members and job seekers do not need to register to attend this event. In accordance with CDC recommendations, all attendees will be required to wear face coverings while on site and maintain six feet of social distancing. Capacity room limits will be maintained. Please note that the RVCC Conference Center is ADA compliant, and that a quiet room will be available for attendees.



Hiring-Info Event set!

The GRWDB Disabilities Committee will present a Disabilities Employment Celebration on site at Raritan Valley Community College in Branchburg from 4 to 7 p.m. Tuesday, Oct. 12.

The event is for job seekers to connect with open positions and employment programs in Hunterdon and Somerset counties, and for employers to highlight their open positions and gain an understanding of the value of working with this population. A presentation on "Helping Small Business Leverage the Talents of People with Disabilities" will be given by the Northeast Center for the ADA, and a N.J. Division of Developmental Disabilities staff member will speak. Participation and attendance are free.

Masking and social-distance protocols will be observed, and virtual attendance options will be available. Employers and resources agencies can register to participate by calling 908-541-5790 or emailing info@thegrwdb.org.

Career Services

From Page 1

2021, more than 1,400 individuals have attended 43 sessions and new events continue to be planned. More information on local programs is available on the **Events/Calendar tab of www.thegrwdb.org/**.

The other free services offered at state and county centers include assistance with job search, resume reviews, career counseling, career-related webinars and workshops, information on training grants for unemployed and underemployed individuals, and connection to career services for low-income residents. Job seekers and underemployed residents are also encouraged to register with **SkillUp Greater Raritan**, a free online portal with more than 6,000 courses focusing on topics such as business, IT and health.

New Jersey's workforce system partners connect employers and job seekers, aiming to create a robust economy for all stakeholders. The partners reached out to all community members about the many career services available because of the Sept. 4 deadline for the end of extended unemployment benefits, which impacted approximately 200,000 New Jerseyans.

New Jersey's workforce system partners are ready to assist these beneficiaries and other job seekers by connecting them to the thousands of open positions around the region. With competition for open positions tighter than it has been in many years, multiple industries are offering increased hourly wages and even sign-on bonuses in bids to attract workers.

In-person unemployment services that were available at most state One-Stop Career Centers were suspended in March 2020 and will no longer be available at those locations for the foreseeable future. All unemployment claimants can file new claims, ask questions about existing claims, or get information about other services at **<https://myunemployment.nj.gov>**. (Fraud reports also can be filed here.) Claimants can call unemployment services at 732-761-2020. An expanded call center has increased the capacity for personnel to address callers' issues and better manage New Jersey's record number of unemployment claims - 2.3 million opened since March 2020, compared to the 490,000 annual claims prior to the pandemic.

The New Jersey Department of Labor and Workforce Development also has recently launched Job Source, which offers a variety of tools designed to help fuel a successful job search experience.

Build Your Resume with Hiration- 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. Learn more about this free platform during a **virtual webinar**, presented by Hiration. Resume writing best practices, job search tips and partner resources also will be shared.

This platform aims to help job seekers improve their job-search results. This tool includes an AI-powered resume builder, an automated resume reviewer, a cover letter builder, and a LinkedIn profile reviewer.

WHEN:
10 a.m.
Monday,
September 27, 2021

WHERE:
Zoom meeting

To join the webinar, go to the Events - Calendar tab of www.thegrwdb.org and click on the entry for September 27, 2021; Zoom meeting details are there. To see the site, go to the Resources - Resume Portal tab of www.thegrwdb.org.

To register for the event or for details, email info@thegrwdb.org or call 908-541-5790.

Greater Raritan
Workforce Development Board



HIRATION



Greater Raritan's Resume Portal, powered by Hiration, gives residents of Hunterdon and Somerset counties free access to a powerful tool to build and review targeted resumes and cover letters. This digital career center includes: an AI-powered resume builder; an automated resume reviewer; a LinkedIn profile reviewer; a Cover Letter builder; and an online portfolio builder. Learn more and get resume tips during a **Zoom webinar on Sept. 27**. Click on the flyer above to get to a downloadable copy.

The GRWDB will also present Resume Portal webinars on **Oct. 15 with the Franklin Township Library** and on **Nov. 18 with the Bernards Township Library**.

Did you know?

September is Workforce Development Professionals Month. The month was created by the National Association of Workforce Development Professionals (NAWDP) in 2005. It aims to raise awareness about the importance of workforce development to grow the national economy by linking businesses to a pool of job seekers and career-related education, training and support resources.

The September edition of the NAWDP Advantage September 2021 newsletter can be viewed **[here](#)** by non-association-members. The newsletter contains more information about the month's activities as well as workforce news from around the nation.

For more information about the association, visit **www.nawdp.org**.

Testing Scheduled for Area's Free Literacy Programs

In-person testing for free adult literacy programs serving residents of Hunterdon and Somerset counties has been scheduled for late September and early October. Testing helps determine participants' skill levels for placement in classes starting in October.

The program providers, Raritan Valley Community College (RVCC) and the Hunterdon County Educational Services Commission (HCECS), are part of the **Greater Raritan Workforce Development Board's Literacy Committee**, which seeks to share information about and expand the effectiveness of the free literacy programs in the two counties.

Evening online classes in **RVCC's** Integrated English Literacy and Civics Education Program will focus on skills such as listening, speaking and writing. Class participants who complete the literacy program and complete 10 hours of training in the areas of appreciation, prevention, avoidance and reduction of health hazards and safety in the workplace will be eligible to receive either the ServSafe Food Handler or OSHA 10 certification. Testing starts Sept. 22 and goes through Oct. 8. For times, locations and to register, visit <https://www.raritanval.edu/literacy>. For more details, email Bonnie.Scharf@raritanval.edu or call 908-526-1200, ext. 8686

In-person high school equivalency, basic computer skills and English Language acquisition classes will be offered by the **HCECS** at four in-person locations in the two counties: Bound Brook, Flemington, Franklin and Somerville. There is also one online class. Testing starts on Sept. 20 and continues through Oct. 7. For the registration packets and program details, visit www.hunterdonesc.org and click on the links for Adult Programs / English Classes or High School Equivalency. For details in Hunterdon County, email dvorja@hunterdonesc.org or call 908-237-5000. For details in Somerset County, email spettesch@hunterdonesc.org or call 908-541-5781.

LITERACY = OPPORTUNITY

FREE 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	SOMERSET COUNTY
HUNTERDON COUNTY ESC dvorja@hunterdonesc.org 908.237.5000 High School Equivalency - Basic Computer Skills English Language Acquisition	HUNTERDON COUNTY ESC spettesch@hunterdonesc.org 908.541.5781 High School Equivalency - Basic Computer Skills English Language Acquisition
RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, ext. 8686 English Language Acquisition OSHA 10 Certification ServSafe Food Handler Certification	RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, ext. 8686 English Language Acquisition OSHA 10 Certification ServSafe Food Handler Certification
HUNTERDON HELPLINE helen@hcecs.com 908.782.4337 All Literacy Services One-on-one, teacher-led individualized instruction	LITERACY VOLUNTEERS of SOMERSET COUNTY info@literacysomerset.org 908.725.5430 English Language Acquisition - Free Weekly Tutoring
HUNTERDON COUNTY LIBRARY tad@hcecs.org 908.713.7005 Weekly online English Conversation Group	Greater Raritan Workforce Development Board

Click on either flyer to get a downloadable copy.

ALFABETIZACION = OPORTUNIDAD

Clases GRATUITAS ofrecidas por las siguientes agencias en Hunterdon y Somerset ayudan a:

Obtener un Diploma de Estudios Secundarios - Aprender Inglés - Iniciar Entrenamiento para una Carrera

HUNTERDON COUNTY	SOMERSET COUNTY
HUNTERDON COUNTY ESC dvorja@hunterdonesc.org 908.237.5000 Clases de Equivalencia de la Escuela Secundaria - Inglés - Computación Básica	HUNTERDON COUNTY ESC spettesch@hunterdonesc.org 908.541.5781 Clases de Equivalencia de la Escuela Secundaria - Inglés - Computación Básica
RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, ext. 8686 Aprendizaje del Inglés - OSHA 10 - Certificación de Manipulador de Alimentos - Servicios de Certificación de OSHA 10	RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, ext. 8686 Aprendizaje del Inglés - OSHA 10 - Certificación de Manipulador de Alimentos - Servicios de Certificación de OSHA 10
HUNTERDON HELPLINE helen@hcecs.com 908.782.4337 Todos los servicios de alfabetización Instrucción individualizada en español y en inglés	LITERACY VOLUNTEERS of SOMERSET COUNTY info@literacysomerset.org 908.725.5430 Inglés - Computación de Habilidades
HUNTERDON COUNTY LIBRARY tad@hcecs.org 908.713.7005 Grupo de conversación en línea en inglés y en español	Greater Raritan Workforce Development Board

Feeling STRESSED in your job search?

JOB SEARCH

The Greater Raritan Workforce Development Board and One-Stop Career Center are offering a FREE one-week virtual program for community members entitled: "Ready to Succeed?"

We know the past months have been challenging. The career management techniques shared in this series will help participants survive and thrive during the job-search process and in the workplace after employment has been secured.

Participants are expected to attend all sessions, and new sessions will be added as needed.

The virtual series will run every Thursday from 9am to 1pm, beginning September 16th.

Participation is limited to 12 people.

Someone who attends all eight sessions will receive a \$50 Amazon gift card.

THE SERIES INCLUDES:

- Week 1: Introduction-What is Stress
- Week 2: Problem Solving
- Week 3: Social Support Networks
- Week 4: Effective Communication
- Week 5: Social Media on Career-Building Techniques
- Week 6: Rethinking the Problem
- Week 7: Healthy Habits: Eating and Sleeping
- Week 8: The Continuum of Use & Abuse
- Week 9: The Continuum of Use & Abuse

Each meeting will end with a reflection/management plan.

Click here to register: <https://forms.gle/9p8b8b8b8b8b8b8b>

For questions, email Paul.Greene@psgsc.com

Align Your Potential by Identifying Your Natural Abilities

MULTIPLE NATURES

Multiple Natures is a career discovery, job transition, recruitment and life coaching program. Each person has a unique set of traits which provide a predisposition towards different types of work and activities. Multiple Natures assess individuals in their quest for self-improvement and finding the time to self-care. To help understand yourself and make better decisions for your life, attend this workshop with Multiple Natures Practitioner, Jon Goodman. Unleash the power of your unique nature so you can clearly and engage your natural abilities to the fullest level.

Spots are limited and participation is required. Each workshop participant must take the Multiple Natures assessment at home.

To register, please email or call: Jon.Goodman@raritanval.edu or [908.704.6051](tel:9087046051) / jon@multiple-natures.com

Links to the assessment will be provided via email.

Workshop Dates: September 20th, 2021 - 10am - 12pm

Workshop Fee: Free

Please bring a laptop or tablet with you to the workshop.

Food and drinks will be served at the workshop.

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

Click on any flyer for a downloadable, shareable copy.

Seeking Rewarding Work, Great Benefits and a Long-Term Career Path?

Look no further than the PSE&G Clean Energy Jobs Program, which has immediate and full-time opportunities throughout New Jersey including in Somerset, Hunterdon and Middlesex counties.

PSE&G is seeking \$2 million in energy efficiency programs, with the aim of delivering energy savings to energy savings efforts that will lower customer bills and provide their carbon footprint. With this effort, some thousands of new direct clean-energy jobs for New Jersey residents.

As part of this program, the Somerset Community Action Program in Somerset, NJ, is seeking individuals to assist in training for entry to mid-level jobs that will require a degree.

To learn more and get started on your new energy-efficient career pathway, call the Somerset Community Action Program (732) 846-8888 or email info@somersetcap.org

These positions include:

- Field Technician:** Install, maintain, modify, inspect, repair or service of different devices.
- Program Specialist:** Collect and enter data in database and measure results of company information.
- Customer Care Representative:** Handle inbound and outbound call volume, including retaining calls and scheduling appointments.
- Processing Technician:** Perform manual, semi-automated tasks related to increasing, measuring information.
- Energy Auditor/Residential:** Field visits to conduct on-site audits and create detailed energy plans.

Greater Raritan Workforce Development Board

A variety of programs from workforce system partners are planned throughout the fall. Go to www.thegrwdb.org calendar.

Professional Service Group of Central NJ (PSGSC) in collaboration with the Greater Raritan One-Stop Career Center

HOW TO THRIVE DURING TRANSITION AND CHANGE

Times of transition both challenge and opportunity. What are you ready to embrace in this transition? You have the tools. "Quality questions create quality life."

- Your future consists of what you are committed to
- You are present and engaged in your life
- Are you excited about your future?

What are the best ways to change in the future? Do it's made up of decisions. When we ask the right questions, the answers are obvious and clear to us more clearly. The strategies and philosophies that will be presented in this workshop provide strategies with which that will empower the workshop attendees to change in the future and present themselves in a way that will be successful. It's a point of view that is based on choice. Self-empowerment becomes a necessary tool to make conscious choices that allow us to be successful.

Join through Zoom video meeting by clicking the link and registering.

Monday, Oct 25th, 2021 10:30am - 12:00pm

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

Virtual Information Session

Thursday, October 14, 2021 1pm.

This is a Virtual Information Session.

Power Container Corp. in the Somerset section of Franklin, NJ is hiring. Find out everything you need to know about an upcoming Opportunity Info Session presented by the New Jersey Department of Labor and Workforce Development and the Greater Raritan Workforce Development Board.

Positions: Full-time Machine Operator, with two shifts: 7am to 7pm or 7pm to 7am. Hourly pay is \$15 to \$18 depending upon experience.

Info Session: The employer will provide information on the position, discuss the benefits package, opportunity for growth and the application process, and answer questions.

To register, use the QR code or this link: <https://bit.ly/2VEklpL>. The event link will be provided upon completion of the RSVP.

Greater Raritan Workforce Development Board

The New Jersey Department of Labor and Workforce Development is collaborating with PSE&G to help place thousands of people in the company's Clean Energy Jobs Program. Locally, the Somerset Community Action Program is also helping identify candidates for these career-pathway positions. Contact SCAP for details. Left, click on the flyer for a downloadable copy.

Greater Raritan Workforce Development Board

Let's go to the tape

The Greater Raritan One-Stop Career Training Center team has launched a fun and informative series of videos called P.E.P. (Preparing for Employment Possibilities) Talks. Watch:

- Meet the Team
- What Does Your E-Mail Address Say About You
- Sending Professional E-mails
- Online Resources
- Foundations of Resumes
- ITAs and Tuition Waivers
- Phone Etiquette
- Interview Questions

To schedule an appointment and for more information, call 908-541-5780 or email onestop@co.somerset.nj.us.

Summer Youth Employment Program gives 29 participants career experiences

Greater Raritan Workforce Development Board's (GRWDB) Summer Youth Employment Program was one of seven summer youth programs to receive funding from the New Jersey Department of Labor for the summer of 2021, following a successful inaugural program hosted in 2020. The program included stipends for youth from Hunterdon and Somerset counties to work over the course of an eight-week period between the June and October. In the program, each participant, between the ages of 16 and 24, worked 25 hours per week, including four hours per week doing work-readiness training.

The mission of the state's Summer Youth Employment Program (SYEP) is to supply participants with an on-site work experience supplemented by workforce development training. The local program contracted with 14 employers who offered positions for 29 youth. Interns assisted businesses and organizations with data entry, mailing lists, reception, marketing, file management, research, website development, creating basic reports and projects specific to the organization's needs. The interns and employers had the support of the Program Coordinator to ensure a successful experience for program participants.

The response to the program has been positive by both the employers and the youth interns. An intern working with the one of the employers worked out so well, they decided to increase the hours available and compensated the intern over and above the grant funding. Another intern's performance was so well received that they were offered the opportunity

SYEP employer participants included Atlantis Maintenance, Bedminster Township, Franklin Township Recreation, the GRWDB, ICNA Relief, Martin Luther King Youth Center, Middle Earth, Somerset Community Action Program, Somerset County Clerk, Somerset County Park Commission, Somerset County Records, Somerset County YMCA, Vision Development Group, and Visions and Pathways.

to continue working with a Somerset County department and the GRWDB was able to work with the Bridgewater-Raritan School District in enrolling the student in their work-study program. Many of the employers would have added weeks to the intern's work schedule had the funding been available. The overwhelming response from the employers has been that the intern would be welcomed back next year. All the employers have indicated that they will contact the GRWDB again next year to be part of the Summer Youth Employment Program for 2022.

The Greater Raritan Workforce Development Board is optimistic that the Department of Labor will offer to continue to fund the Summer Youth Employment Program for a third year in 2022 so that we can work in partnership with the business community to fill employment gaps and youth to gain career-building experience and get paid, too.

-- Jeanne Cassano, Job Developer

Click here to
read One-Stop
Operator reports



Thanks for reading!

Past issues of the GRWDB newsletter can be found on the Events / Stay Informed tab of www.thegrwdb.org. Follow the GRWDB on Facebook, Twitter and LinkedIn. All board and committee meetings are open to the public; go [here](#) for the schedule and meeting packages. Finally, we are happy to meet with any business, community agency or public body in Hunterdon and Somerset counties to explain how system services work. We work directly with job seekers, too. Contact:

Paul Grzella, Director, 908-203-6044,
grzella@co.somerset.nj.us

Sandra Addison-Britto, Business Finance Manager,
908-541-5723, addison@co.somerset.nj.us

Jeanne Cassano, Job Developer, 908-541-5785,
jcassano@co.somerset.nj.us

