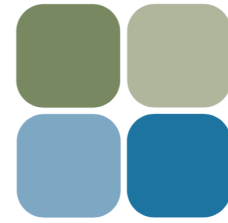


Greater Raritan

Workforce Development Board



NEWSLETTER

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

Greater Raritan Training Center to start expanded hours pilot



The Greater Raritan One-Stop Career Training Center office on the second floor of 27 Warren St. in Somerville is piloting expanded one-day per week hours beginning at the end of September.

On Monday, Sept. 26, the Training Center will be open from 8:30 a.m. to 7 p.m. every Monday, excluding county holidays, for in-person, walk-in service to residents of Hunterdon and Somerset Counties who have career-assistance needs. Regular office hours Tuesday to Friday will continue, from 8:30 a.m. to 4:30 p.m.

“Staff will be available for walk-ins, phone calls, appointments, and other services as needed though we do encourage job seekers to make an appointment so we can ensure Career Navigator availability,” said Christopher Peake, Greater Raritan’s One-Stop Operator and the Direct Services Manager for the Training Center.

Greater Raritan One-Stop Career Center
Find Us at the Intersection of Business and Community

- 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
- Ability, 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 training
- 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 5612 for weekly updates.

A proud partner of the americanjobcenter.org

The Training Center switched to virtual appointments from March 2020 to the fall of 2020, when it reopened to appointment in-person service using a hybrid model. Walk-in service resumed along with continued hybrid services in the summer of 2021, following Somerset County procedures.

Appointment, phone and virtual services at the Greater Raritan One-Stop Career Center at 6 Gauntt Place in

Flemington as well as state offices for Employment Services and the Division of Vocational Rehabilitation Services at 75 Veterans Memorial Drive in Somerville, are available Monday to Friday from 8:30 a.m. to 4:30 p.m. Public-use computers in the Training Center and Employment Services also are available by appointment. GRWDB staff are available for walk-in and appointment service from 8:30 a.m. to 5:30 p.m. on the third floor of 27 Warren St. in Somerville.

For more information on system services, read a detailed story on the [home page of www.thegrwdb.org](http://www.thegrwdb.org).

Virtual Information Session

Tuesday, September 20, 2022
10:00 a.m.

This is a Virtual Information Session open to all job seekers

The Somerset County Library System of New Jersey, with 11 branches throughout the county, is hiring. Find out everything you need to know at an upcoming Virtual Information Session, presented by the New Jersey Department of Labor and Workforce Development and the Greater Raritan Workforce Development Board.

Positions: The Somerset County Library System of New Jersey is proud to be a Library Journal® "Star Library." Full- and part-time positions across the system include: Library Technician, Library Assistant, Branch Manager, Circulation Manager, Library Page, Librarian and Counters. Go [here](https://bit.ly/3pYQaR) for details.

Info Session: Attendees will be educated on the positions and will have the opportunity to ask questions and learn the next steps to apply.

To register, use the QR code or this link: <https://bit.ly/3pYQaR>. The event link will be provided upon completion of the RSVP.

Greater Raritan Workforce Development Board

Logos for Greater Raritan, DOL, Somerset County, and Somerset County Library System.

Virtual Information sessions for job seekers are set for Sept. 13 (Allied Universal) and Sept. 20 (SCLSNJ, shown left).

In-person and virtual hiring events planned

A new series of sector-specific in-person job fairs has begun for employers and job seekers in Hunterdon and Somerset counties.

The first Hiring Event, featuring four healthcare employers, was conducted on August 23. Based upon the positive reception from employers and job seekers, more events are being planned by **Jessica Johannesen**, Greater Raritan's Business Services Representative. These include a **Manufacturers Hiring Event**, running from 9:30 to 12 p.m. on Friday, Sept. 16, in the first-floor conference room at 27 Warren St., in Somerville as well as other tentative events on Sept. 27, Oct. 4 and 11 at the same location. Hiring events are also being planned at the Hunterdon County Chamber of Commerce building in Flemington.

Check (and bookmark) the **calendar page of www.thegrwdb.org** for details on these and other in-person and virtual programs and events.

As start dates near, free literacy programs host testing for classes

Free adult literacy programs for English language learners of different levels are available this fall to residents of Hunterdon and Somerset counties. 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.

Programs are funded by a Workforce Innovation and Opportunity Act federal grant that provides assistance to adults in gaining the necessary literacy and English skills to participate in workforce training programs and employment.

Raritan Valley Community College

RVCC offers free literacy and English language skills to help individuals prepare for employment in the in-demand food service industry. The upcoming classes will be conducted via Zoom. Classes in the Integrated English Literacy and Civics Education Program 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 may receive either the ServSafe Food Handler or OSHA 10 certification, required by many entry-level restaurant or food service jobs.

Fall classes will begin in October, with testing for placement in 11 classes going on in September. The classes are planned at different times throughout the week, in the evening and daytime. The classes, planned to be 15 to 17 people each, typically meet twice a week and run for two and a half hours. Classes go through April 2023. Visit <https://www.raritanval.edu/literacy>, email Bonnie.Scharf@raritanval.edu or call 908-526-1200, ext. 8686, to schedule a placement testing session.

Hunterdon County Educational Services Commission

High school equivalency, basic computer skills and English Language Acquisition classes are offered by the HCE at five in-person locations in the two counties. Eleven classes are planned to run two days per week at various times:

- In Bound Brook, evenings at the Bound Brook Library;
- In Flemington, mornings and evenings at the Flemington Adult Literacy Center on Bartles Corner Road
- In the Somerset section of Franklin, evenings at Franklin Middle School, and evenings at the Christian Center of Somerset (including a hybrid option)
- In Somerville, mornings at Good Shepherd Lutheran Church.

Visit www.hunterdonesc.org and click on the links for Adult Programs / English Classes or High School Equivalency. Email adultliteracy@hunterdonesc.org, or call 908-237-5000, ext. 11, in Hunterdon County or 908-541-5781 in Somerset County.



ALFABETIZACION = OPORTUNIDAD

Greater Raritan
Workforce Development Board

Clases en línea GRATUITAS ofrecidas por las siguientes agencias en Hunterdon y Somerset asisten adultos a:
Obtener un Diploma de Estudios Secundarios • Aprender Inglés
Iniciar Entrenamiento para una Carrera

HUNTERDON COUNTY	SOMERSET COUNTY
HUNTERDON COUNTY ESC adultliteracy@hunterdonesc.org 908.237.5000 Clases preparatorias para obtener la Equivalencia de Estudios Secundarios • Inglés Computación Básica	HUNTERDON COUNTY ESC adultliteracy@hunterdonesc.org 908.541.5781 Clases preparatorias para obtener la Equivalencia de Estudios Secundarios • Inglés • Computación Básica
RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, Ext. 8686 Adquisición del idioma Inglés Certificados de Manipulación de Alimentos / ServSafe Certificación OSHA 10	RARITAN VALLEY COMMUNITY COLLEGE Bonnie.Scharf@raritanval.edu 908.526.1200, ext. 8686 Adquisición del idioma Inglés Certificados de Manipulación de Alimentos / ServSafe Certificación OSHA 10
HUNTERDON HELPLINE literacy@helplinehc.com • 908.782.4357 Todos los servicios de Alfabetización • Instrucción Individualizada una en una en línea	LITERACY VOLUNTEERS OF SOMERSET COUNTY info@literacysomerset.org • 908.725.5430 Inglés • Tutoría semanal gratuita
HUNTERDON COUNTY LIBRARY tedwards@hclibrary.us • 908.713.7005 Grupos de conversación semanal en Inglés en línea	ZAREPHATH CHRISTIAN CHURCH zmayer@zarephath.org • 732.560.4001 Clases de aprendizaje del idioma Inglés Grupos de conversación • Reducción de acento

For a PDF
of this flyer,
click here.

For the
English-
language
version,
click here.

HSESC Workforce Learning Link

The HCESC also operates two Workforce Learning Link sites offering adult literacy programs. These programs, offered through the Greater Raritan One-Stop Career Center and funded by the GRWDB, have virtual and in-person components. Visit www.hunterdonesc.org and click on the Adult Programs/Workforce Learning Link.

Other literacy programs

Volunteers at **Hunterdon Helpline** provide free literacy services through custom, one-on-one, barrier-free instruction, for low to high English language levels. Email literacy@helplinehc.com, call 908-782-4357 or visit www.helplinehc.org.

Volunteers at **Literacy Volunteers of Somerset County** provide free English Language Acquisition through one-on-one tutoring in which the student and tutor pick the time and place, in-person or through Zoom. High beginner through low advanced levels are accommodated, with the number of "seats" determined by the number of tutors. Enrollment is available through Sept. 11, and classes will run through Nov. 11.

In addition, the Literacy Volunteers also offer Intermediate Conversation Groups on Zoom and in person at the Manville, Bound Brook and Hillsborough libraries; these are drop-in group, with no seating limits. For more information, email info@literacysomerset.org, call 908-725-5430, or visit LiteracySomerset.org. The site also provides details on the LVSC's Cultural Connections initiative.

Individuals also may contact either organization to learn about how to become a program tutor.

The **Hunterdon County Library** offers weekly online English Conversation Groups, at 7 p.m. Wednesdays and 1 p.m. Thursdays. These are low to high levels and there is no seat limit. Email tedwards@hclibrary.us or call 908-713-7005.

Zarephath Christian Church in Franklin offers English-language classes, group conversations and accent reduction. Email zmayer@zarephath.org or call 732-560-4001.

The GRWDB Literacy Committee meets at least four times per year and public participation is welcome. For more information, email info@thegrwdb.org or call 908-541-5790.

Click here to read the monthly One-Stop Operator reports focusing on partner services and performance. Click here for information on the 2022 One-Stop Operator procurement process.

Loaner Chromebook usage is on the rise - and we're ready

In 2021, the GRWDB Board made a strategic decision to approve the purchase of 40 Chromebooks to support individuals in the area's WorkFirst program. The Chromebooks, with WiFi capability, were purchased in two groups of 20 for a total cost of \$26,000, including a carrying case and mouse for each unit.

In a first-of-its-kind agreement with the GRWDB, the Chromebooks are available for loan to TANF and SNAP clients through the 11 branches of the Somerset County Library System of New Jersey (SCLSNJ); Hunterdon County residents can get them through the local area's WorkFirst vendor, Hunterdon County Educational Services Commission (HCECSC). The SCLSNJ team also assisted in the development of a unique dashboard which Greater Raritan One-Stop Training Center and HCECSC team members use to initiate the loan process and track the devices.

Since the program began last year, 36 individuals have used or are using the devices – in addition, another three are being picked up by individuals for September workshops.

Based on partner feedback, the board has gradually increased the number of Chromebooks available with the WiFi enabled. Starting with five, it was increased to 10 this spring and another three were just enabled in August, taking the total to 13. The goal is to assist those individuals who don't have at-home Internet access. A hotspot from the SCLSNJ also can be borrowed, as available.

The agreement each customer signs has an eight-week loan period, which can be extended as needed. Fran Leddy, the supervisor of Adult Programs and Services for the HCECSC, said individuals typically keep the Chromebooks for up to three months, to assist with job searches and career development after they have completed the program's workshops.

She noted that the Chromebooks have become even more important since the HCECSC began synchronous learning – so individuals who may have transportation, childcare or family issues can still participate in the workshops as they are presented in a hybrid format. "This has increased participation and is leading to a great dynamic with the staff, who can assist people more easily and flexibly," she said.

Leddy noted that four to five Chromebooks are also kept on-site to assist individuals in the offices. Depending on future customer need, SCLSNJ team leads have said they have the capacity to support up to an additional 40 Chromebooks if the GRWDB wants to increase the fleet.



The GRWDB Pathways to Recovery Program was represented at two recent community events: The Not An Easy Fix event on Aug. 21 in downtown Somerville and the Operation Helping Hands event on Aug. 27 at the Somerset Patriots' TD Bank Ballpark. GRWDB staff and team members from Pathways partner Prevention Links, talked with community members about Pathways, which provides career assistance to individuals directly or indirectly impacted by the opioid epidemic. For details, contact Pathways Navigator Nakeyda Sumpter at 908-203-6047 or at nsumpter@co.somerset.nj.us.



SkillUp Badge program plans October cohort

A New Manager Badge training program that employers can use for their recently promoted staff will be available in a virtual cohort format starting on Oct. 17.

The program is a recently introduced feature of SkillUp Greater Raritan, a free online learning portal for residents of Hunterdon and Somerset counties. This new training opportunity follows two successful pilot training cohorts conducted this spring and summer, focusing on the New Manager and Job Readiness badge pathways. The two Badge pathways allow participants to master skills needed to have competency when they are start or return to work or are in lead roles.

The Oct. 17 cohort has a commitment from one Somerset County employer and other employers are invited to take part. The training is being coordinated by Metrix Learning, the provider of the SkillUp Greater Raritan platform which has been seen more than 2,800 users complete 6,200-plus courses over the past 30 months.

For more information, on the upcoming cohort, including details on the program's nominal price structure for employers, contact Kerry Twomey at Kerry.Twomey@metrixlearning.com.

The Greater Raritan One-Stop Career Center in Somerville has resumed hosting a series of monthly Jersey Job Club Workshops. These workshops are virtual, through Zoom, along with a limited number of seats for in-person attendance at the One-Stop Career Center, 75 Veterans Memorial Drive, Somerville. The career-centered workshops are free to attend. Call 908-704-3000 or visit the [calendar page of www.thegrwdb.org](http://calendar.page.of.www.thegrwdb.org) for registration details.



The partners in the Greater Raritan One-Stop Career Center have the expertise and knowledge to help job seekers have success. Learn more during upcoming workshops of the Jersey Job Club.

In Jersey Job Club workshops, a Greater Raritan One-Stop Career Coach leads hour- to 90-minute-long discussions on topics aimed at assisting job seekers. The workshops are presented on Zoom but a limited number of in-person seats are available at the Greater Raritan One-Stop Career Center, Veterans Memorial Drive, Somerville. Topics include:

- ♦ **Top Notch Resume: Resume Writing 1** – Different resume types, their components and the submission process.
- ♦ **Top Notch Resume: Resume Writing 2** – The importance of cover letters, professional references and follow up.
- ♦ **Acing the Interview 1** – The ins and out of preparing for an interview will be discussed.
- ♦ **Acing the Interview 2** – Two interviewing techniques and how to respond to common questions.
- ♦ **Path to Employment** – Planning your job search, Workshop 1.
- ♦ **Networking** – The best (fastest) way to find a job.

To register for upcoming workshops, open to all residents of Hunterdon and Somerset Counties, call 908-704-3000, and indicate which Jersey Job Club program you want to join. Greater Raritan One-Stop Career Center staff will take registrants' information and provide the details for the workshop sessions as they are scheduled. Remember that One-Stop Career Coaches are available to assist with all job search endeavors.



How do we operate? We have a policy for that!

Local policies, based on federal law and state guidelines, are key to realizing the Greater Raritan Workforce Development Board mission and vision. These policies set the direction for staff and the system partners tasked with providing workforce services to job seekers and employers in Hunterdon and Somerset Counties. Local policies are developed by GRWDB staff, reviewed by GRWDB Committees as appropriate and then reviewed and approved by the full GRWDB Board.

Recently, New Jersey Department of Labor and Workforce Development released a state notice to Local Area boards to have certain policies in place by Sept. 30, 2022. As a result, staff and committee members developed and reviewed current policies as well as draft policies. Current policies are:

- Selective Service Requirements (2019)
- Supportive Services (2020)
- Youth Clients Follow Up Policy (2021)

- Incumbent Worker Training (2022)
- On-the-Job Training (2022)
- AJC /One-Stop Certification (2022)

At the next full board meeting (virtual and open to the public) at 12 p.m. Thursday, Oct. 6, these draft policies will be reviewed:

- Conflict of Interest
- Individual Training Accounts (including Youth Co-enrollment) Policy
- One-Stop Career Center Complaint Procedure
- Pay-for-Performance Contract Strategy
- Personally Identifiable and Sensitive Information (PII)
- Priority of Service
- Work-Based Training
- Youth Requires Additional Assistance
- Youth Work Experience and Incentive Payments.

Visit the www.grwdb.org calendar for meeting details.

Summer Employment, by the numbers:

The 2022 Greater Raritan Summer Youth Employment Program provided employment support for 55 youth, ages 16 to 24, from Hunterdon and Somerset Counties. Forty of those positions were funded by a \$123,200 competitive grant from the New Jersey Department of Labor and Workforce Development. Using American Rescue Plan funding, Somerset County allocated \$62,200 for an additional 20 positions, with that funding available through next year. As of Aug. 31, all 40 of the state-funded positions were filled; 14 of the county-funded positions were filled.

Hunterdon County employer participants are: Hunterdon County Educational Services Commission in Califon, and Tabby's Place in Ringoes.

Somerset County employer participants are: Aurora Kitchens and Interiors, Somerville; Franklin Grace Resource Center, Franklin; Girl Scouts Heart of NJ, Bridgewater; ICNA, Franklin; Schafer Shain Jollah, Bernardsville; Shimon and Sara Birnbaum Jewish Community Center, Bridgewater;

Somerset Community Action Program, Franklin; Somerset County YMCA; Township of Bedminster; Township of Bernards; Visions and Pathways, Bridgewater; and Visions Development, Branchburg.

Somerset County entities participating are: Rutgers Cooperative Extension; and the Somerset County Commissioners Office, Finance Department, Graphics Department, Office on Aging, Parks Commission, and Prosecutor's Office.

The youth participants, some in high school, some in college and some out of school, came from: Bernards, Bound Brook, Branchburg, Bridgewater, Far Hills, Franklin, Hillsborough, Manville, Montgomery, North Plainfield, Raritan Borough, Somerville and Warren Township in Somerset County; and from Lebanon and Ringoes in Hunterdon County. At least three will continue working for the employers this fall.

This is the third consecutive year the GRWDB has received funding for its Summer Youth Employment Program.

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, and be sure to bookmark the **Event-Calendar** tab. All board and committee meetings are open to the public; go **here** for the schedule and meeting packages. Community members are welcomed to contact us with their questions and ideas. In addition, we are happy to meet with any business, community agency or public body in Hunterdon and Somerset counties to explain how system services work. Contact Director Paul Grzella to get on a weekly **Resources** email list, and sign up for Greater Raritan's weekly (and very convenient!) text alert service.

To contact us:



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Nakeyda Sumpter, Pathways to Recovery Navigator,
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