



Greater Raritan

Workforce Development Board



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NEWSLETTER

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

Public Invited to Provide Input for 2023 Area Workforce Plans



The Greater Raritan Workforce Development Board (GRWDB) invites community members, employers, residents, and public officials in Hunterdon and Somerset Counties to share their thoughts and reactions to the draft 2023 Local Plan and draft 2023 Regional Plan focusing on career development services and programs in the counties and regions over the next four years.

The draft Local Plan, which can be **viewed and downloaded here** from the home page of the GRWDB website, was developed following public meetings that began at the end of 2022. The draft Local Plan uses state and local data sets, state guidance documents, and input from different stakeholders and board and committee members to map out the local workforce strategies and goals through 2026.

The draft Regional Plan, which can be **viewed and downloaded here** or from the home page of the GRWDB website, was developed by a consultant for North Jersey Partners working with seven Workforce Development Board directors from northern New Jersey local workforce areas during a series of meetings in February and March. The draft regional Plan uses regional data sets, state guidance documents and input from the directors and stakeholders to map out regional workforce plans through 2026.

Through **May 5**, email comments to info@thegrwdb.org or contact GRWDB Director Paul Grzella at 908-541-5790.

Public Input

The draft Local Plan includes feedback from a Local Plan public meeting conducted on Dec. 6 in Somerville. The meeting drew *See Local and Regional Plans, Page 2*



The draft 2023 GRWDB Local Area Plan looks at trends and data to create strategies and priorities for the next several years.



Apprenticeships can provide career pathways. Area healthcare firms are invited to RVCC to learn about how to develop these opportunities. To register, go to <https://bit.ly/3GfuA7J>.

Apprenticeship event set for April 25 at RVCC

The District 1199C Training & Upgrading Fund assists employers in creating and sustaining apprenticeship pathways in healthcare. Learn more during a special employer-focused event on Tuesday, April 25 at Raritan Valley Community College's Workforce Training Center in Branchburg. This event is hosted by the Greater Raritan Workforce Development Board and the college.

Attendees will learn about various free apprenticeship development and support services for employers in the care economy, including:

- Technical assistance for new and existing programs
- Curricula and Program Standards
- Assistance with U.S. DOL program approval
- Financial assistance and much more.

The in-person event will run from 11 a.m. to 2 p.m. and will include lunch. Virtual attendance is possible.

For details, contact 215-568-2220.



The Local Plan discussion in December drew more than 50 individuals, in person and remotely.

Local and Regional Plans

more than 50 individuals, who attended in person and remotely. They talked about existing services, reviewed data about different programs' participants and outcomes, and suggested ways to expand outreach and focus. (Access the information deck from [the meeting here](#).)

To receive more input and expand community involvement, the GRWDB developed three surveys for different groups in the two counties. These included:

- Individuals looking for work or who are already in the workforce - [go here to complete the survey](#)
- Employers looking to hire, with a focus on skills these employers need right now - [go here to complete the survey](#)
- Social-service agencies assisting individuals with a variety of issues, including career development - [go here to complete the survey](#).

While feedback was helpful for the Local Plan work, the GRWDB is keeping the surveys open and will check on responses monthly to keep current with new feedback and trends which may impact the direction of policies and strategy for the local workforce area.

What's Next

Following the completion and public posting on April 5 of the draft Local and Regional Plans, there is a 30-day comment period open to all. That period ends on May 5, 2023. Any comments will be included in the plans, which must be reviewed and approved by the GRWDB Board and the Somerset County Board of County Commissioners. That is anticipated to occur at the May 9, 2023, commissioner meeting. The Plans will next go to the New Jersey State Employment and Training Commission for review.

Hard copies of the Plans can be viewed in two locations:

- At the GRWDB office, at 27 Warren St., third floor, Somerville, open 8:30 a.m. to 5:30 p.m. Monday through Friday.
- At the Greater Raritan Career Center at 6 Gauntt Place in Flemington, open from 8:30 a.m. to 4:30 p.m. Monday to Wednesday, and by appointment on Thursday and Friday.

Links to the draft Local Plan and draft Regional Plan also can be found on the **About - Mission, Policies and Strategic Priorities of the GRWDB website**, in the Core Initiatives section.

Every four years, New Jersey's 17 local workforce boards are required under the Workforce Innovation and Opportunity Act (WIOA) to write a Local Plan to help each board better serve residents and businesses in each area. The Local Plans outline workforce services and programs available to employers and job seekers and ways to collaborate and improve the system. Simultaneously the boards collaborate on three regional plans -- north, central and south -- using the same principles.

GRWDB Releases One-Stop Operator, Training Services Proposals Request

The Greater Raritan Workforce Development Board (GRWDB) serving Hunterdon and Somerset counties is soliciting proposals through the competitive contracting process for the area's One-Stop Operator and the area's Career Training Services provider.

The One-Stop Operator will coordinate the service delivery of the required One-Stop partners and service providers and will report to the GRWDB. The Career Training Services provider will be responsible for Workforce Innovation and Opportunity Act (WIOA) training and case management services, WorkFirst New Jersey and Youth case management services, and supportive services in the Local Area. The successful respondent will report to the GRWDB.

The Request for Proposals is for the time period of July 1, 2023, to June 30, 2025, with the option to extend the contract on an annual basis for up to two years. Funding is dependent funding from the New Jersey Department of Labor and Workforce Development.

Sealed Request for Proposal (RFP) responses will be received on Friday, May 5, 2023, at 12:00 p.m. by the Greater Raritan Workforce Development Board, c/o Paul Grzella, 27 Warren St., third floor, Somerville, N.J., at which time and place responses will be opened for: **Greater Raritan Workforce Development Board Competitive Contract for One-Stop Operator Services and Competitive Contract for Career Training Services Greater Raritan Local Area Program Year 2023 GRWDB-COM-0001-23.**

Specifications and instructions are on the website home page of **the GRWDB** or by [clicking here](#), or by going to the GRWDB Somerville office. RFP Addenda will be issued on the website. All interested respondents should check the website from now through RFP opening. The responses will be reviewed and scored by a subcommittee of the GRWDB Board and reviewed by Board members. If respondents are chosen, following contract negotiations, the providers of One-Stop Operator and Career Training Services will begin July 1. If vendors aren't chosen, the RFP process will be repeated.

Details about the GRWDB, its mission and its vision for services in the two counties is available in the draft of the 2023-2026 Local Plan, also available on the home page of the **GRWDB website**. Public comment on the area's Local Plan and its Regional Plan is being sought through May 5, 2023.

[Click here to read the current monthly One-Stop Operator reports focusing on partner services and performance.](#)

Employers Invited to May Job Fair Events

Employers in Hunterdon and Somerset Counties are invited to take part in two free events in May aiming to connect job seekers to open, career-pathway positions. Business of any size in the two counties can take part in:

- An in-person **Hiring and Community Resource Event** running from 11 a.m. to 2 p.m. Saturday, May 6, in the Somerset County Human Services Building, 27 Warren St., first-floor conference room, Somerville.
- The **Greater Raritan 2023 Job Fair** running from 10 a.m. to 2 p.m. Tuesday, May 16 at the Hindu Temple and Cultural Society, Balaji Temple Auditorium, 1 Balaji Temple Drive (off of Route 202-206) in Bridgewater.

About the Hiring and Community Resource Event

There is space available for up to 30 employers and community-services agencies at the May 6 Event. This is presented by the New Jersey Department of Labor and Workforce Development (NJDOLE) and the Greater Raritan Workforce Development Board (GRWDB) in collaboration with the Somerset County Commission on the Status of Women. In addition to employer and agency resource information, there will be a "Dress to Impress" corner for women re-entering the workforce, organized by commission members.

Employers interested in participating must have several job openings. The positions can be full-time or part-time or internships. Community agencies are asked to share pertinent service information.

There is no cost to participate, but registration is required. Use the QR code in **this flyer** or go to <https://bit.ly/3zhHpGZ>. For questions, email info@thegrwdb.org or call 908-541-5790.

About the Greater Raritan 2023 Job Fair

There is space available for up to 100 employers at the May 16 Job Fair, presented by the NJDOLE and the GRWDB in collaboration with the Hindu Temple and Cultural Society. This marks the second consecutive year the GRWDB is working with the temple; last year's event had more than 100 employers and drew 500-plus job seekers.

Employers interested in participating must have several job openings, and can be from all industry sectors in the two counties. The positions can be full-time or part-time or internships. Lunch will be provided to employer participants and offered to job seekers in attendance for a nominal fee.

There is no cost to participate, but registration is required. Use the QR code in **this flyer** or go to <https://bit.ly/3LHzz0q>. Once the capacity limit is reached, a waiting list will be developed. For questions, email info@thegrwdb.org or call 908-541-5790.

Opportunities for employers

Other business-focused programs from the GRWDB and state partners include On-the-Job Training and Incumbent Worker Training grant programs as well as individual and group job match programs and in-person and virtual job fairs. Upcoming events include:

- An in-person Recruitment on April 19 for Right at Home
- A Virtual Information Session on April 20 for Peapack-Gladstone Bank
- An in-person Information Session on April 25 for the N.J. Department of Corrections.
- A Virtual Information Session on May 2 for Aunt Mary's Dispensary in Flemington.

Employers may contact State Business Representative Jessica Johannesen at jessica.johannesen@dol.nj.gov or (908) 575-3239.



FREE Online Courses for Employee Upskilling



Employee Development with Metrix Learning®

SkillUp Greater Raritan using Metrix Learning® is a learning management system with more than 6,000 courses that can be used for internal employee assessment and upskilling. Choose from preset tracks or customize courses based on department needs.

- ✓ New Hires – Onboarding standards
- ✓ Career Ascendancy – Identify skills for promotion
- ✓ Managers/Supervisors – Skill development for managers, new and old
- ✓ Technology Training – Ensure staff are familiar with current best practices

Keep track of employee course progress with reports on access, course completions, and training hours.

Course Topics may cover:

- **Entry-Level Skills**, including Workplace Skills, Business Etiquette, Communication and Teamwork
- **Manager/Supervisor Skills**, including Emotional Intelligence, Leadership and Giving Feedback
- **Other Skills**, including Microsoft Office, Customer Service, Project Management, HR/Compliance and Data Analysis

This service is free to employers through grant programs offered by the Greater Raritan Workforce Development Board. Learn more during a webinar at 10 a.m. Friday, April 14. To participate, go to <https://meet.goto.com/153330053>. For details or to get started, email info@thegrwdb.org or call 908-541-5790.



Employers in Hunterdon and Somerset Counties are invited to take part in a free April 14 webinar on how to use SkillUp Greater Raritan for employee development. The new, customizable program will be funded by the grants offered by the GRWDB, and will be available throughout the spring, summer and fall. The webinar will be recorded and employers interested in learning more can contact GRWDB Director Paul Grzella at grzella@co.somerset.nj.us or 908-541-5790.

Walk-in service available in Hunterdon County

Walk-in, appointment, virtual and phone services are available to career seekers in Hunterdon County through the Greater Raritan One-Stop Career Center office in Flemington. The office at 6 Gauntt Place is open for walk-in, appointment, phone and virtual services 8:30 a.m. to 4:30 p.m. Monday to Wednesday, and by appointment only Thursday and Friday, excluding holidays.

While walk-in service is available, appointments are encouraged to ensure staff will be available for assistance with job search, resumes, training and general career questions. Call 908-237-0016; email onestop@co.somerset.nj.us.

Walk-in service is also available Monday through Friday, from 8:30 a.m. to 4:30 p.m. at:

- Greater Raritan One-Stop Career Center, 75 Veterans Memorial Blvd., Somerville.
- Greater Raritan One-Stop Career Training Center, 27 Warren St., second floor, Somerville (until 7 p.m. Monday).
- Greater Raritan Workforce Development Board, 27 Warren St., third floor, Somerville.

Email info@thegrwdb.org.

Summer Employment Program is Returning

A summer employment program for youth in Hunterdon and Somerset counties is looking for interested employers to help provide paid work experiences for up to 80 young people in the two counties, as well as candidates to fill those positions.

This marks the fourth consecutive year that the Greater Raritan Workforce Development Board (GRWDB) is sponsoring a Summer Youth Employment Program with funding from the New Jersey Department of Labor and Workforce Development (NJLWD). Eight summer programs covering 11 counties were funded this year by the NJLWD.

For the 2022 GRWDB program, 56 youth worked for 24 different employers. This year, the GRWDB has received a state grant of \$193,500 for 60 positions; using American Rescue Plan funding, Somerset County is allocating funding for an additional 20 positions.

The GRWDB Summer Youth Employment Program will run from June 5 to Oct. 30. Youth participants must be between the ages of 16 and 24 and can be in school or out of school. Each participant will work 25 hours per week over any eight-week period. Of that weekly total 21 hours will be for the employers; the other four hours per week will be spent doing



Greater Raritan Workforce Development Board Summer Youth Employment Program
Help build our future workforce at no cost to you.

The Greater Raritan Workforce Development Board is looking for interested employers to help provide paid work experiences/mentorships for up to 80 young people in Hunterdon and Somerset counties.

DETAILS:
The Greater Raritan Workforce Development Board SUMMER YOUTH EMPLOYMENT PROGRAM
DURATION: Any eight-week period between June 5, 2023, and October 30, 2023.
AGE: Candidates must be between the ages of 16 and 24 and can be in school or out of school.
REQUIREMENTS: Youth accepted into the program will work 25 hours per week (21 hours at the job site and additional 4 hours per week doing a virtual career readiness program led by the Greater Raritan Workforce Development Board team).

EMPLOYERS:
Any employer in Hunterdon and Somerset counties with available part-time positions can apply to be part of the program. The work experience/mentorship opportunities can be in any sector in the two counties, from office or retail support to recreational or nonprofit work.
Employers will receive the full \$3,000 stipend to pay each program participant.

Request for Applications (RFAs) for the program can be found on the Somerset County website here or use the QR code to go to the GRWDB website. The deadline for applications is April 21, 2023.

Any employers with questions can contact GRWDB Job Developer Jeanne Cassano at jcassano@co.somerset.nj.us or call 908-541-5785.



Greater Raritan Workforce Development Board Summer Youth Employment Program
Get career-building experience, and get paid up to \$3,000, too!

The Greater Raritan Workforce Development Board is looking for youth, ages 16 to 24, who are interested in applying for one of up to 80 part-time summer work experience/mentorship positions in Hunterdon and Somerset counties.

DETAILS:
The Greater Raritan Workforce Development Board SUMMER YOUTH EMPLOYMENT PROGRAM
DURATION: Any eight-week period between June 5, 2023, and Oct. 30, 2023.
AGE: Candidates must be between the ages of 16 and 24 and can be in school or out of school.
REQUIREMENTS: Youth accepted into the program will work 25 hours per week for eight weeks. The experience is composed of 21 hours per week with the employer and an additional four-hour per week working on a virtual SkillsUp Job Readiness program. Each participant will be paid \$75 an hour. For a total of \$3,000 of all of the 200 hours of the experience are completed.

EMPLOYERS:
Any employer in Hunterdon and Somerset counties with available part-time positions can apply to be part of the program. Employer participants in 2022 included county and municipal government offices, nonprofits, educational institutions, office assistants for private companies, resident advisors and more.

CANDIDATES:
Youth Participant Application and Policies for the program can be found here or use the QR code to go to the GRWDB website. The deadline for applications is Friday, April 28, 2023.

For questions or to have an application mailed or emailed, contact GRWDB Job Developer Jeanne Cassano at jcassano@co.somerset.nj.us or call 908-541-5785.

career readiness training using the SkillUp Greater Raritan online learning portal. Youth participants will be paid \$15 an hour, for a total of \$3,000 for the eight weeks. Any private or public employer of any size in either county with available part-time positions may apply. Employer applicants can be from any industry; county and local municipalities and area nonprofits also may apply.

The employer Request for Applications (RFAs) for the program, including the position's job description form, can be found at <https://bit.ly/3Ty0SMJ>. The applications deadline is **April 21**.

As employer applications are coming in, the GRWDB is accepting separate applications from eligible in-school or out-of-school youth. The youth will be matched with the available positions. For the application, go to the home page www.thegrwdb.org or use **this link**. Material is due **April 28**.

Anyone with questions can contact Program Coordinator Jeanne Cassano at jcassano@co.somerset.nj.us or call 908-541-5785.



Greater Raritan Pathways to Recovery

Looking for career opportunities?

*For individuals and their families dealing with substance abuse issues, securing and staying in jobs is crucial for maintaining recovery and sustaining lives. The Greater Raritan Pathways to Recovery program for residents of Hunterdon and Somerset Counties supports this goal by assisting people impacted by the opioid epidemic with free training opportunities, career-readiness programming, supportive services and employment. Program participants can be either directly or indirectly impacted by the opioid epidemic – meaning those who are in recovery as well as family members and friends who have assisted those with addictions. **Watch this video to learn more about the Greater Raritan program.** For assistance, contact Nakeyda Wheeler at 908-203-6047, 908-530-9030 or nwheeler@co.somerset.nj.us.*

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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