

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2022

One-Stop Operator June Update

June

June One-Stop Training Services Snapshot:

New Training Services Customers Served: 241

New DVR Customers Served: 22

New Training Grants Provided: 14

WFNJ Referrals received: 58

Individual Assessments: 24

Youth Employment Services Referrals: 10

Active Youth Employment Services Clients: 60

June Community Outreach Highlights

- Outreach e-mails were sent to 311 new Unemployment Insurance recipients (82 in Hunterdon, 229 in Somerset County)
- 13 individuals visited the Somerville One-Stop office during the June 30th Career Café open house event.
- 70 new text alert registrations added for a current active total of 724 unique job seekers on our weekly text distribution list.

Success Story – Overcoming Barriers

The One-Stop system is designed to offer individualized career services that meet the needs of job seekers from diverse backgrounds. This often means working with individuals to overcome occupational skill barriers, sometimes barriers in their personal life, and many times both.

The One-Stop Career Training Center first met with jobseeker AB after being referred to us by our local ex-offender representative, Kim Butler. The individual had previously worked as a laborer, and while they had a good work history, they lacked any real identifiable skills. After recently being released from jail, the lack of industry recognized skills on their resume in addition to their background were proving to be difficult to overcome. In the current job market, while the unemployment rate is low, it doesn't always reflect the availability of job opportunities offering living wages. After meeting with a One-Stop Career Navigator several times to reflect on short- and long-range goals, it was determined that obtaining a CDL A driver's license would help this individual not only obtain a license in an in-demand field, but it would build on their previous work experience as well as offer a long-range career path that was also discussed during this planning phase.

Prepared with a goal, lists of action steps, connections to resources to help overcome personal and occupational barriers, and a team of One-Stop staff case managing the process, it didn't take long for AB to complete their CDL training, obtain their CDL A license, and obtain a full-time job with benefits. While they may no longer be actively working with One-Stop staff, this individual is now prepared with an in-demand license to take with them, knowledge on how to overcome their criminal background when looking for future employment opportunities, and knowledge of the many resources available to support them along with career path. One-Stop staff will continue to follow up and check in to make sure they are able to maintain employment and to continue to offer support along the way.

Please review the attached flyers for upcoming events and useful resources for job seekers!



Business Etiquette for Job Seekers

**Thursday,
August 3rd, 2023
10:00 am – 12:00 pm**

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

Learn how to make your first impression memorable. Do you know all the rules and protocols for proper and polite job-hunting behavior? Go the extra mile to show employers you are the right fit. Job Fair etiquette will also be covered.

The art of portraying a poised, self-confident image in today's demanding business atmosphere is a skill that is much too often overlooked by many professionals, but not by those observing and making critical judgments based upon the person's communication. Many people have adopted relaxed standards that are not appropriate in business and interview settings.

In this workshop you will gain skills in the following areas:

- Six ways to sabotage positive first impressions
- How to deal with feelings of powerlessness and helplessness
- Practice business etiquette to build and maintain relationships
- Learn valuable techniques to deal with difficult situations
- Deliver your message: verbal, non-verbal and written in a positive way
- Learn proper introductions and professional presence
- Proper Grooming and appearances matter
- Netiquette; Emails, Faxes, Conference Calls, Mobile Phones, the new electronic protocols and manners
- Job Fair Etiquette

To join the Zoom meeting and register click on the following link:

<https://sclsnj.libnet.info/event/7941011>

This program is in collaboration with the Greater Raritan One-Stop Training Center and the Somerset County Library System.



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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.

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LITERACY = OPPORTUNITY

Greater Raritan
Workforce Development Board



***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
adulthoodliteracy@hunterdonesc.org
908.237.5000

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

HUNTERDON HELPLINE

literacy@helplinehc.com
908.782.4357

All Literacy Services
One-on-one, barrier-free individualized instruction

HUNTERDON COUNTY LIBRARY

tedwards@hclibrary.us
908.713.7005

Weekly English Conversation Groups

SOMERSET COUNTY

HUNTERDON COUNTY ESC
adulthoodliteracy@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

LITERACY VOLUNTEERS

of SOMERSET COUNTY
info@literacysomerset.org
908.725.5430

English Language Acquisition • Free Weekly Tutoring

ZAREPHATH CHRISTIAN CHURCH
zmayer@zarephath.org • **732.560.4001**

English Language Learning Classes
Conversation Groups • Accent Reduction



LEARN SOMETHING NEW!

Register for and use

SkillUp Greater Raritan

A free online
learning portal

SkillUp Greater Raritan, presented by the **Greater Raritan Workforce Development Board**, provides residents of Hunterdon and Somerset counties unlimited, six-month access to 6,000-plus online learning courses. Register to:

- Explore more than 200 career paths
- Build your skills and knowledge
- Earn digital certificates and badges, including cohort training with the Greater Raritan Entry-Level Job-Readiness Badge and the Greater Raritan New Manager Badge
- Study for industry certifications to boost your resume.

Have questions?

Participate in an introductory webinar being conducted at 3 p.m. on the first Wednesday of the month in 2023.

For log-in information, go to the calendar tab of **www.thegrwdb.org** and click on the webinar date.

For questions, email **grzella@co.somerset.nj.us** or call **908-541-5790**.

Start today! Get free access by going to **www.thegrwdb.org** and clicking on the *Resources - SkillUp Greater Raritan* tab.