

# JOB HELP

## *Programs that help adults in the Columbus area find employment*

<b>CONTENTS: UNEMPLOYMENT COMPENSATION.....</b>	<b>1</b>
<b>LOOKING FOR A JOB.....</b>	<b>1</b>
<b>PROGRAMS FOR OLDER WORKERS.....</b>	<b>7</b>
<b>PROGRAMS FOR IMMIGRANTS.....</b>	<b>8</b>
<b>PROGRAMS FOR VETERANS.....</b>	<b>8</b>
<b>ON-LINE JOB SEARCH.....</b>	<b>9</b>

*If you have questions, contact the program directly.*

## UNEMPLOYMENT COMPENSATION

To apply for unemployment compensation call: **1-877-644-6562** or go to [www.unemployment.ohio.gov](http://www.unemployment.ohio.gov). Have available your:

- Social Security Number
- Drivers License or State I.D.
- Name, address and telephone numbers of all employers you have worked for within the last 18 months.

## LOOKING FOR A JOB

### Central Ohio Workforce Investment Corporation (COWIC)

**Description:** Workforce development and training center (one-stop) that offers free employment services for self-directed job searches. Free training & education based on eligibility determination/verification. Services are open to diverse populations, working & unemployed. Services include walk-in access to a career resource room, job fairs & job postings for those who are registered. Eligibility for training funds, career counseling & supportive services requires an appointment. Job search information is also available on the website at [http://www.cowic.org/](http://www.cowic.org)

**Location:** 1111 E. Broad Street, Columbus, OH 43205

**Hours:** Monday--Wednesday 8:30 am—5:30 pm; Thursday, 8:30 am--3 p.m.,  
Friday 8:30 am —12:00 noon

**Phone:** (614) 559-5052

### Columbus Urban League - Career Connection Services

**Description:** Career Counseling & Job Placement Assistance for Adults 18 Years or Older, Basic Computer Literacy and Advanced Microsoft Office Suite Training offered through our OSU Extension Learning Center, and Summer Youth Employment Programming targeting in-school youth ages 14-18.

**Location:** 788 Mt. Vernon Avenue, Columbus, OH 43203

**Hours:** 8:30 AM - 5:00 PM Monday-Thursday, walk-in or call for information,  
**Services by appointment only.**

**Phone:** (614) 257-6300, ext. 106, website [www.cul.org](http://www.cul.org)

### Columbus Metropolitan Library – Life Skills

**Description:** Get job help at all Columbus Metropolitan Library (CML) Branches. CML has FREE job help at all 21 branches with trained staff to help you find a job and use resume building software. Visit [columbuslibrary.org](http://columbuslibrary.org) for more information.

**Location:** At all 21 CML locations

**Hours:** Vary based on location **Phone:** (614) 645-2275

### Alvis House Community Reentry Center

**Description:** Orientation, job readiness, employment counseling & training for ex-offenders.  
**Location:** 1991 Bryden Road, Columbus, OH 43205  
**Hours:** Walk-in Orientation is on Thursdays at 9:00 am. To 12:00 Noon  
 Please come with current Picture ID (or Offender Release Card) and Social Security Card, Felony offense must be verified for program.  
**Phone:** (614) 252-0660, ext. 223, website [www.alvishouse.org](http://www.alvishouse.org)

### Community Employment Assistance Network (CEAN)

#### See also the Shared Resource Network

**Description:** Network of area employers, agencies, government, education and coaches.  
**Location:** At various member sites  
**Hours:** 2nd Thursday 8:45 am to 10:45 am  
**Phone:** Visit online at [www.facebook.com/me/dreddiepowell](http://www.facebook.com/me/dreddiepowell)

### COVA (Center of Vocational Alternatives)

**Description:** Assists individuals with mental illness & related barriers to employment with programs to explore, secure & retain competitive jobs in the community. COVA also provides benefits consultation services for those receiving disability benefits who want to return to work.  
**Location:** 3770 N. High, Columbus, OH 43214  
**Hours:** Walk in orientation held at COVA office **Tuesday & Thursday at 1:30 pm**. No appointment necessary.  
**Phone:** (614) 294-7117, website <http://www.cova.org/>

### Dress for Success Columbus

**Description:** Dress for Success Columbus assists disadvantaged women with workplace appropriate clothing & career building tools as they prepare to return to the workforce. **A referral from a partner agency is required.** The 'Interview Suiting', includes a skirt or pant suit, shirt/blouse, footwear, nylons, handbag/briefcase, accessories and personal care products. The service is for women who are job ready & may have an interview or job/career fair appointment. While women seek employment, they are welcome to use the Career Center in the Dress for Success Columbus facility. It provides computers, a printer, fax machine & written reference materials for professional development. Computers are equipped with internet access & self-led computer tutorials. Appointments with HR professionals to meet one-on-one for resume review & soft-skills training are scheduled twice a month. Once a woman secures a job, 'Employment Suiting' offers a week's worth of workplace appropriate clothing, footwear, accessories and personal care products. Membership in Professional Women's Group, our Employment Retention Program is available for women who are employed & received services through our Interview and Employment Dressing Program. **All Services are Free of Charge and by Appointment Only for every woman we serve.**  
**Location:** 1204 North High Street, Columbus, Ohio 43201  
**Hours:** Monday - Friday 8:30 AM - 4:30 PM  
**Phone:** (614) 291-5420. (call if you need the name of a partner agency).  
 Website: [www.dsscmh.org](http://www.dsscmh.org)

### Career Transitions Institute (formerly known as Forty Plus of Central Ohio)

- Description:** Targeted to persons of all ages previously holding administrative, executive, technical, managerial, professional and other positions of responsibility. Provides job search training & office facility to support the search. Weekly meetings, featuring guest speakers who present upbeat & informative job search topics, are open to the public.
- Location:** 1100 King Avenue, Columbus, OH 43212
- Hours:** Guest Speaker Mondays at 9 am is open to members & visitors.  
Visitors are invited to a free orientation meeting following the guest speaker.  
Office hours Monday through Friday 9 am to 5:00 pm
- Phone:** (614) 297-0040, website <http://www.careertransitioninsitute.org>

### Digital Works

- Description:** Digital Works will prepare you for customer and tech support work with various online and/or local companies. The program trains, places, and mentors candidates for fast paced, high-paying technology jobs with advancement opportunity. The program starts with a skills intake and assessment, and goes on to provide nationally accredited job readiness certification. This helps Digital Works successfully place professional level candidates in a variety of positions with local and national corporate partners in as little as 6 weeks.
- Location:** 280 Reeb Avenue, Columbus, Ohio 43207
- Hours:** Informational orientation held Tuesday's at 2:00 pm. Please register at <http://www.digitalworksjobs.com/>
- Phone:** (614) 468-9311, website <http://www.digitalworksjobs.com/>

### Godman Guild—Economic Empowerment

- Description:** 30 hour work readiness class which includes career assessments, workplace skill building, and tools needed to obtain & maintain employment (such as online job searching, resume development, mock interviews, and stress management & time management techniques). Program includes: career coaching, job placement assistance & job retention assistance. Orientation is the Friday before class begins. Classes offered twice a month starting February 2016. Call for details on start dates.
- Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201
- Hours:** Call for dates.
- Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development/job-success/>

### Godman Guild—OSU Extension Learning Center

- Description:** Walk-in computer lab where you can check job postings & conduct an Internet job search. One time only membership fee of \$ 5.00. Computer classes are also available—call or check the website for a current listing & cost.
- Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201
- Hours:** Monday: 3:00 pm – 5:00 pm: & Wednesday 9:00 am – 11:30 am
- Phone:** (614) 294-5476, website [http://udidistrict.osu.edu/computer\\_training.php](http://udidistrict.osu.edu/computer_training.php)

### Godman Guild—Pathways to Work

- Description:** Designed to assist adults to prepare for short-term, post-secondary education & to obtain livable wage employment. Includes: preparation & academic enrichment course, coaching & mentoring during post-secondary education, job placement & job retention support & financial incentives.

Stop in & fill out an application. Call for session start dates. In order to participate in this transitional work program, individuals must attend the Economic Empowerment class.

**Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201

**Hours:** 9:00 am to 12:00 noon Mondays, Wednesdays, and Fridays

**Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development-i-4.html>

### Godman Guild (in partnership with New Directions Career Center and Consumer Credit Counseling Services)—E3

**Description:** Designed to assist women (ages 18 and over) to prepare for short-term, post-secondary education & to obtain livable wage employment. Includes: preparation & academic enrichment course, coaching & mentoring during post-secondary education, job placement & job retention support & financial incentives. Stop in & fill out an application. Call for session start dates.

**Location:** Godman Guild Association  
303 East 6<sup>th</sup> Avenue, Columbus, OH 43201 and  
New Directions Career Center  
199 E. Rich Street, Columbus, Ohio

**Hours:** Tuesdays and Thursdays: 6 pm – 9 pm : & some Saturdays 9 am – 3:30 pm

**Phone:** (614) 294-5476, website <http://www.godmanguild.org/work-force-development-i-4.html>

### Goodwill Columbus

**Description:** Goodwill Columbus's Workforce Development Division offers vocational rehabilitation services to people with disabilities and other barriers to employment. We provide a range of services designed to help individuals prepare to go back to work & to find & keep employment. Our services include occupational skills training, transitional work (in-house/community based), job-seeking skills classes, soft-skills classes, job development, job placement & job coaching. Also offered is an STNA training class. We also are an "Access Point" for the Central Ohio Workforce Investment Corp.: therefore adult jobseekers living in Franklin County can use our Access Point for a job search at no charge. Available through the Access Point is a week-long work readiness workshop that is open to the public. Many of the people we work with are referred by a third-party provider, such as the Ohio Rehabilitation Services Commission, the Veterans Administration, or the Bureau of Workers' Compensation.

**Location:** 1331 Edgehill Rd. Columbus, OH 43212

**Hours:** Monday-Friday 8 am – 4:00 pm

**Phone:** Call (614) 583-0103 or (614) 583-0253 to discuss your current needs and eligibility for services; website: [www.goodwillcolumbus.org/workforce/](http://www.goodwillcolumbus.org/workforce/)

### IMPACT Community Action- Employment Plus Program

**Description:** Workforce development training for income eligible individuals/families. Services include individual employment plans, paid job training, job coaching, National Work Readiness certification, computer training, referrals & additional support to address other barriers to employment & self-sufficiency. Individuals must have photo identification for household members ages 18 and over, Social Security Cards for all household members and 90 Days proof of Income.

**Location:** 700 Bryden Road, Columbus, OH 43215

**Hours:** Monday-Friday, 9 am - 4:30 pm. **All employment services by appointment only.**

Central Intake for the Employment Plus Program and computer literacy training is Mon, Tue, Thurs, and Fri: 9 AM – 11 AM and 1 PM – 3 PM. Orientation for these programs is on Wednesday.

**Phone:** (614) 252-2799, website [www.impactca.org](http://www.impactca.org)

### Jewish Family Services

**Description:** Employment & Career Coaching services are available to ALL Job Seekers.

**Location:** 1070 College Avenue, Columbus, OH 43209

**Hours:** Call for an appointment.

**Phone:** (614) 237-9675, website <http://www.jfscolumbus.org/JobSeeker.asp>

### Metro Columbus Christian Job Corps

**Description:** Metro Columbus Christian Job Corps is a "Hands Up" not a "Hands Out" program. We provide Pre-Employment Skills Training, using the Jobs for Life program. This class is for 10 weeks, meeting two days a week, for approximately four hours. We also provide Financial Literacy classes using the Faith and Finance Program. MCCJC provides Mentors for all participants. Our program is FREE to everyone. FOR MORE INFORMATION CONTACT US AT: 614-445-6776.

**Location:** 888 Parsons Avenue, Columbus, OH 43206 (Stowe Baptist Center)

**Hours:** Call for an appointment.

**Phone:** (614) 445-6776, email [vjmccjc@gmail.com](mailto:vjmccjc@gmail.com).

### National Center for Urban Solutions

**Description:** Provides training in Customer Service Management, Entrepreneur & Small Business Development, 2007 Microsoft Office Specialist, Financial Management: Fundamental Accounting, HVAC-R, Business Administration, Computer Information Systems, General Construction, Hospitality, Life Strategies Coach, Management Information Systems, STNA, 2007 Microsoft Office Specialist Accelerated.

**Location:** 899 E. Broad Street, Suite 450, Columbus, OH 43205

**Hours:** Monday-Friday 9 am – 3 pm. Call for an appointment. Walk-ins also welcome.

**Phone:** (614) 857-1811, website <http://www.ncusolutions.org>

### New Directions Career Center (formerly Center for New Directions)

**Description:** Holistic career counseling and career development services. Provides individual and group instruction to discover career interests through assessment; identify and challenge barriers to employment; set goals and a plan to achieve them; improve wellness; develop money management skills, prepare and receive support for post-secondary education; and improve resume writing, job searching, cover letters, interviewing and salary negotiation.

Services for program graduates who seek assistance with employment, self-marketing, résumé development, and career counseling for graduates seeking additional one-on-one support. Cost assistance, transportation assistance, and childcare assistance available. Continuing education scholarships and professional attire are available to female graduates.

**Location:** 199 E. Rich Street, Columbus, OH 43215

**Hours:** Monday-Friday, 8:30 am – 4:30 pm; call for more information & to make an appointment.

**Phone:** (614) 849-0028, website [www.newdirectionscc.org](http://www.newdirectionscc.org)

## Shared Resource Network, Inc.

**Description:** Hosts tele-seminars, trainings, ebooks, books & other materials useful for job seekers ranging from first-time job seekers to those that want their next position.../fast!, produces a weekly 30 minute television program aimed at "jobs, careers, and hot opportunities in the marketplace" aired on the five signals in the Central Ohio Association of Christian Broadcasters, Inc. network of stations including Columbus, Delaware, Marion, Kenton & Ontario/Mansfield markets. Eddie Powell hosts with different weekly guests discussing job & career helps, particular career choices, starting your own business & other valuable information to job seekers, career climbers & career changers.

SRN also offers Small Business Development Training in classes & one-on-one fee-based consulting. This is designed for persons looking to start a small business or want to grow their business. In many instances, people want to supplement their income, move out of corporate life & into their own business, or follow that passion that they have been hiding within for many years. Eddie Powell is the US Small Business Administration 2007 Journalist of the Year, Region V (several states including Ohio, headquartered in Chicago), a business consultant & college professor. Instruction, training & speaking on business & job creation are hallmarks of Mr. Powell's career.

**Website:** [www.TheSRN.com](http://www.TheSRN.com)

## The Salvation Army Career Enhancement Center

**Description:** The Salvation Army Career Enhancement Center assists job seekers in Franklin County advance their job skills, technical skills and education to increase their earning power and achieve financial stability. This comprehensive career advancement strategy is accomplished through career development, career coaching, skill development, linkage to education/training and linkage to employment.

The Salvation Army Career Enhancement Center provides:

- Career enhancement and supportive services to people seeking to increase their earning potential
- Provides career development, employment/job readiness, job retention, and self paced trainings
- Works with participants on educational and employment linkages
- Provides GED preparation sessions
- Offers case management and supportive services

Career Development Training consists of:

- Pre-test/post-test assessment of skills
- Sessions include the following components:
  - Career exploration
  - Financial Literacy
  - Employer expectations
  - Basic computer training
  - Resume creation
  - Microsoft Word and Excel (beginners level)
  - Job seeking strategies
  - Interview techniques
  - Job and education matching
  - Facilitated job search

- Individual Career/Employability Plan = a realistic series of goals and actions that will lead to increased earning power. This plan also includes barriers reduction and action steps to decrease/eliminate the barriers for participant success
- The above training is also offered as self-paced modules where the participant works one-on-one with the Career Developer or in small groups

**Location:** 966 E. Main Street, Columbus, OH 43205  
**Hours:** Monday 9:30-7pm – Tuesday-Friday 9:30 am – 4 pm. Call for an appointment.  
**Phone:** (614) 358-2612 or (614) 358-2611,  
**Website:** <http://co.salvationarmy.org>

### WrightChoice, Inc.

**Description:** Prepares underrepresented talent with the resources needed to be successful and productive in the workplace. This includes career coaching, internship placements, mock interviewing and a pre-professional law program for minority college students & students with disabilities.

**Location:** 911 Robinwood Ave. Suite G Whitehall, Ohio 43213  
**Hours:** By appointment.  
**Phone:** (614) 802-2364, <http://www.wrightchoice.org/index.php>

## PROGRAMS FOR OLDER WORKERS

### AARP Foundation SCSEP

**Description:** A Senior Community Service Employment Program. Offers a work training program to low-income, unemployed jobseekers who are 55 and older living in Franklin, Delaware, Licking, & Madison Counties. Participants are assigned to paid temporary assignments with local community organizations and/or public/government offices while continuing their search for permanent employment. Participants receive individualized job development and referral services. Specialized training and on-the-job training are also available. Unemployed status, age, income, and residency requirements apply.

**Locations & Phones:** 1393 E. Broad Street, Suite 105, Columbus, OH 43205, (614) 258-7295  
 5320 E. Main Street, Suite 600, Whitehall, OH 43213, (614) 322-0600  
 998 E. Main Street, Newark, OH 43055, 1(740) 670-8873  
 140 N. Sandusky Street, Delaware, OH 43015, 1(740) 369-2480

**Hours:** For more information or to schedule an appointment, call one of the offices  
 Monday-Friday 9 am – 4 pm  
 Website <http://www.aarpworksearch.org/pages/default.aspx>

### Employment for Seniors, Inc.

**Description:** Provides support, assistance & referral services to senior job seekers age 50 years and older. Services include a registration & counseling process between a client & a Volunteer Career Counselor in the EFS office. The initial interview is a scheduled appointment that provides the client with information on services and programs, review of current job postings & the follow up process. The counselor will review the client's resume & career materials, providing resources as necessary. They will also discuss those jobs currently posted on the EFS Job Match System & give application & referral information as appropriate. Regularly reaches out to the employer community to bring awareness of the talent available in our mature job seekers, as well as to secure additional position postings for our Job Match database. In addition, EFS regularly sponsors workshops for senior job seekers to gain additional training in development of their resumes, cover letters, how to develop their own

business, networking, etc. Holds annual Central Ohio **Senior Career Expo**, a one-day educational and placement event which brings employers and applicants together.

**Location:** 4500 East Broad Street, Columbus, OH 43213  
**Hours:** **Call for appointment** 9 am – 1 pm, Monday-Friday.  
**Phone:** (614) 863-1219, website <http://employseniors.org/index.htm>  
**Email:** [info@employseniors.org](mailto:info@employseniors.org)

### Mature Services Employee & Training Solutions

**Description:** Provides opportunities for training & employment to adults 55+ through the Senior Community Service Employment Program (SCSEP). .

**Location:** 3400 N. High Street Suite 401, Columbus, OH 43202  
**Hours:** Mon. – Fri., 8:00 am – 5:00 pm  
 For more information or to schedule an appointment call--  
**Phone:** (614) 586-1975 or (866) 487-1687 (toll free)  
<http://www.matureservices.org/ets/columbus.php>

## PROGRAMS FOR IMMIGRANTS

### Community Refugee and Immigration Services

**Description:** Employment counseling, individualized soft-skills training, job development & placement assistance, resume preparation, help with job-related translation & interpretation. English as a Second language (ESL) classroom instruction is offered and focuses primarily on American culture and the workplace, though is currently only available via referral from Franklin County Department of Job and Family Services. Services are free and offered for refugees, asylees, and immigrants who are work authorized in the United States. Contact Tara Dhungana, Employment Services Program Manager at [tdhungana@cris-ohio.org](mailto:tdhungana@cris-ohio.org), for more information.

**Location:** 1925 E Dublin-Granville Rd, Suite 102, Columbus OH, 43229  
**Hours:** Monday – Friday from 8:30 am - 4:30 pm, preferable to call first to determine which services are appropriate & what documents to bring to the appointment.  
**Phone:** 614-235-5747, website: [www.crisohio.org/services/employment-services/](http://www.crisohio.org/services/employment-services/)

### Jewish Family Services

**Description:** Refugees that qualify for TANF funding (200% of poverty or below) can utilize the Franklin County Job and Family Services grant funded program at the JFS Career Center. Staff provides orientation to the work force, prepares persons for job interviews, provides opportunities to interview & provides support services to the employee and employer for the first 4 months of employment.

**Location:** 1070 College Avenue, Columbus, OH 43209  
**Hours:** Monday – Friday 9 am – 5 pm by appointment only.  
**Phone:** (614) 237-9675, website <http://www.jfscolumbus.org/JobSeeker.asp>

## PROGRAMS FOR VETERANS

### AMVETS Career Center

**Description:** Provides free career, training & employment assistance for veterans, active duty service members & members of the National Guard & Reserves who have served honorably. Hosts the Veterans Career Assistance Program (VCAP), a free workshop that provides instruction on resumes,



networking, interviewing and job search techniques. Operates [www.ohiovetscan.com](http://www.ohiovetscan.com) a job search website that matches veterans with military/veteran-friendly employers.

**Location:** 1395 E. Dublin-Granville Road, Suite 205, Columbus, OH 43229

**Hours:** Monday-Friday, 8 am - 4 pm, and by appointment

**Phone:** (614) 431-6990, Ext. 126

**Email:** [info@amvetscareercenter.org](mailto:info@amvetscareercenter.org)

**Website:** <http://www.amvetscareercenter.org/>

### Ohio Department of Job & Family Services

**Description:** **Intensive Career Services:** Career guidance, resume assistance, job coaching on overcoming employment obstacles – all services free of charge.

**Job referrals:** A job search tool [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) allows you to view job opportunities throughout the state.

**Location:** 1111 E. Broad Street, Columbus, OH 43205

**Hours:** Monday-Friday, various times

**Phone:** For more information call: (614) 559-6058, website <http://jfs.ohio.gov/veterans/>

### Volunteers of America – Homeless Veterans Retention Program (HVRP)

**Description:** Offers employment assistance services (including transportation assistance, access to a computer resource center, job leads & other employment related services) to male/female **veterans** who are currently homeless, who have at least one (1) day of documented active duty & who have separated from the military with any discharge other than a dishonorable discharge

**Location:** 567 West Broad Street, Columbus, Ohio 43223

**Hours:** Monday –Thursday -- 8:00 am - 5:00 pm.  
Friday – 12 Noon - 5:00 pm.

**Phone:** (614) 351-1881, website <http://www.voago.org/>

### ON-LINE JOB SEARCH

#### Columbusjobs.com/Monster

**Description:** This is on the *Columbus Dispatch* website. It offers job searches by location & job title, resume postings, job ads from the *Sunday Dispatch*, advice on finding employment & other features.

**Website:** <http://www.columbusjobs.com/monster/content/index.html>

#### Ohiomeansjobs.com

**Description:** This website combines electronic job opportunities from all the major commercial job boards, national & Ohio Fortune 100 companies & state of Ohio jobs.

**Website:** <https://ohiomeansjobs.com/omj/>

#### USAJobs.com

**Description:** This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs & employment information.

**Website:** <http://www.usajobs.gov/>

#### State of Ohio Jobs

**Description:** State of Ohio's Career Opportunity Page  
Jobseekers are encouraged to check weekly or more often as position openings are very time sensitive.

Website: <http://careers.ohio.gov/>

### City of Columbus Jobs

**Description:** City of Columbus Civil Service Commission's Employment Center  
Jobseekers are encouraged to check weekly or more often as position openings are very time sensitive.

Website: <https://csc.columbus.gov/webapp/>

### Franklin County Jobs

**Description:** Franklin County Employment Opportunities by Agency

Website: <http://www.franklincountyohio.gov/fc/content/employment.cfm>

### Indeed.com

**Description:** Search jobs based on key words and location.

Website: <http://www.indeed.com/>