

OMJ | CC PROGRAMS AND SERVICES INCLUDE:

- ❖ Assistance with registration and applying for jobs on line
- ❖ Job Search/Readiness Workshops
- ❖ Career Exploration and Counseling
- ❖ Resume Development
- ❖ Youth Internships & Mentoring
- ❖ Career Technical Training for Jobs in Demand
- ❖ Skill/Qualification Upgrade via On The Job Training
- ❖ Literacy Workshops: ABLE/GED
- ❖ Job Search/Job Placement assistance

OhioMeansJobs | Cleveland-Cuyahoga

11699 Brookpark Road • Parma, OH 44130 • 216.898.1366

What is OhioMeansJobs | Cleveland-Cuyahoga County?

OhioMeansJobs | Cleveland-Cuyahoga County (OMJ | CC) is a collaborative “One-Stop” workforce system that offers multiple job seeker programs and services (at no cost) to businesses and adult job seekers, dislocated workers, low income youth and adults, veterans, Temporary Assistance for Needy Families and other individuals.

The basic tools to aid in your job search are available at all OMJ | CC locations. OMJ | CC programs and services include full access to the resource room, education, occupational training, job match and job search assistance and employment-related youth programs.

To have a greater impact on placement, retention and wages, OMC | CC focuses on a **demand-driven, employer-sensitive** system for employers. Staff with recruitment and sales backgrounds proactively contact local businesses, large and small, to identify open and active job placement and training opportunities.

Ohio
MEANS
Jobs.

**Cleveland -
Cuyahoga County**

How We Help Job Seekers

We assist job seekers with their job search by providing the tools necessary for a competitive and successful job search to find suitable and sustainable employment. We accomplish this through individualized employment plans, expert program recommendations, targeted recruitments and matching qualified candidates to open positions.

Job Search & Placement Assistance

If a jobseeker needs additional help in their job search, they can receive specialized assistance from an employment specialist who will meet one on one and assist them in the job search/job match process. Additional workforce services include on-the-job training, pre-apprenticeships and vocational training for occupations in demand.

How We Help Employers

OMJ|CC's Business Services Team will work with local businesses to identify the right employees easily and quickly by developing a personalized recruitment strategy to help reduce both time and money spent during the recruitment process. We will assist employers by posting jobs, conducting interviews and targeted recruitments, identifying and matching qualified job seekers to open positions and on-the-job training opportunities.

ADDITIONAL PROGRAMS AND SERVICES INCLUDE:

Orientation

Jobseekers are introduced to a menu of services that OhioMeansJobs offers. During the course of the day, participants will meet with an Employment Specialist to assess their needs, register them in the job search database and have a resume reviewed and/or created.

Career Workshop

Three-day workshop where participants learn to assess and communicate their skills; determine the skills needed for their career interests; and identify career option and goals.

Pre-Employment Training

This 3-week training program is designed to provide individuals with little/no work history with basic job search/job readiness skills needed to obtain and retain employment. Additional services include drug screening and background checks if required for employment or training as well as supportive services.

Young Adult Resource Center (YRC)

The YRC is located downtown at 1910 Carnegie Avenue to help young adults ages 14 - 24 by offering a safe and positive environment, support and guidance with personal problems, assistance with academic study and enrollment; job search/readiness workshops; community resources and support; and weekly job club to improve employability.

Literacy Services

- ❖ ABLE (Adult Basic and Literacy Education) classes/GED preparation and testing
- ❖ ESOL (English as a Second Language) classes

Equal Access Services for any impairment that impacts employment

Resource Room Services

Including:

- ❖ Free Internet access
- ❖ Free telephone, fax, copiers, computers and printers and postage
- ❖ Current job postings
- ❖ Latest labor market information
- ❖ Resume preparation

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Contact Us

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Visit us on the Web @:
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