

## Workforce Program Chart Notes

### **Adventist Community Services**

Program is focused on developing skills for the workplace including helping an individual prepare for job interviews. Classes offered Wednesdays at 9am-10am. Program does not really focus on helping people search for jobs. Check with program from start dates. Program runs for 6 months. All classes conducted in English. 5-10 people in a class. Professor at Adventist University from the Business School runs the program.

### **A Wider Circle Center for Professional Development**

All classes done in English. No referral needed. Focus on classes. Support is job preparedness and includes individual assessment first day. 6 weeks of class. During class topics will be explored including: looking for jobs, going online looking for jobs, mock interviews. If not have job by end of six weeks, program continues to work with individual. Usually Wed. am or Tues. nights. Program provides childcare at night, transportation for metro and dinner. 10-15 people per class. Program also offers one-to-one coaching, if someone is not able to make time of job classes. Career center: part of center for professional development which offers flyers on different types of jobs (not specific job openings). Goal is to help people find a job with a living wage. Computer lab is available to use but would need to be scheduled.

### **Casa de Maryland - Silver Spring, Wheaton, Shady Grove**

The one-on-one classes mainly directed toward day laborers; 30 minute sessions once a month - various topics; a few services in French; Different classes offered at different levels. Offering solar paneling, childhood development associates (Spanish), landscape, dressmaking (Spanish) and OSHA trainings; most done bilingually - Spanish and English - majority is done in Spanish but moving towards making all classes bilingual; Monthly at each of the Employability workshops - how to write a resume, how to find a job online, how to write an email etc. interview tips.

### **Casa de Maryland - Hyattsville**

The one-on-one classes mainly directed toward day laborers; 30 minute sessions once a month - various topics; a few services in French; Different classes offered at different levels. Offering solar paneling, childhood development associates (Spanish), landscape, dressmaking (Spanish) and OSHA trainings; most done bilingually - Spanish and English - majority is done in Spanish but moving towards making all classes bilingual; Monthly at each of the Employability workshops - how to write a resume, how to find a job online, how to write an email etc. interview tips.

### **Catholic Charities: Pre-Apprenticeship Green Construction Program**

Classes held Monday to Thursday 8:30 a.m. to 2:00 p.m. This class runs for 12 weeks. Training integrates a number of skill sets to provide the graduates with knowledge and abilities to compete in the emerging green economy. The program teaches the basics of carpentry, electricity, solar panel installation, and job-site skills. The class is taught in English with assistance for Spanish speakers. The nationally certified curriculum includes the latest in green building technology construction safety OSHA-10, introduction to green building, technical ESOL for construction, occupational math, basic electricity, CPR/First Aid/AED training, lead abatement awareness and hands-on practice at Habitat for Humanity work site. Job Readiness and Life Skills Workshop offered. Job referral assistance offered. Students receive a weekly bus pass and T-shirt.

### **Catholic Charities: Job Readiness Training & Employment Referrals (DC and Gaithersburg)**

Matches employers seeking workers with people in need of work. 1-hour job orientation. Monthly Job Readiness and Life Skills Workshop offered. Resume writing and Internet application assistance offered.

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### **Excel Institute**

Automotive institute; most people 18-55 male and female; Available to all. Requires a CASAS test because book materials are at 10th grade level and up. Try to work with those with an 8th or 9<sup>th</sup> grade reading level. Can also take (Automotive Service Excellence) ASE certification while in the program.

### **Interfaith Works - Community Vision**

Bulk of program is by referral only and started with homeless clients; have since expanded but is still by referral; basically they work with homeless and other low income clients; funnel in low-income clients by visiting the clothing center and meeting with Pricilla; She will do a needs assessment. Have to have a referral from organization that says they are low income or prove with tax return, snap, pac. Most clients go through job readiness 3 afternoons a week for one month for 2.5 hours a day - identifying careers, what skills and strengths are, resources; move into mock interview, by third or fourth class the person is matched with a vocational counselor. By 7th class assuming they have a job and they work on how to keep a job and final three classes are financial literacy. Some clients referred via clothing center that are in emergency crisis mode are matched immediately with a vocational counselor; Have bilingual counselor: Spanish. Also have volunteers who do one-on-one assistance. Stay in touch for at least a year - job retention part is important.

### **Gilchrist**

Offers job readiness workshop for high-intermediate and advanced ESOL learners

### **Immanuel's Church: People-4-People Employment Assistance**

Offers monthly career workshops such as resume writing, interviewing skills, entrepreneurship, and more.

### **Jewish Council for the Aging Career Gateways**

Career gateway – 30 hours over 5 days; have to have some computer skills; refers to Phoenix for \$25 laptops if have no computer skills. Must have referral to get laptop. Career Gateway Program provides resume building, interviewing skills, and job search assistance.

### **Jewish Council for the Aging Senior Employment Program (SCSEP)**

Conduct an intake interview and place individuals in clerical/administrative roles. Preference given to Veterans, individuals with disabilities and homeless.

### **Latin American Youth Center**

In Silver Spring and at Germantown one-stop, 2 sites Langley park Riverdale and Riggs road and in dc on Columbia road. Work with 16-21 yr. olds (in and out of school youth); GED program, job development training - works with students one-on-one with soft skills and putting together resumes; apply for applications and keep them informed of job opportunities. Microsoft certifications and summer and year round internships - variety of fields. No referral needed - have to go through intake - one of the requirements is low-income. CASAS test - at 6th grade level and 8th grade level for math; GED prep.

### **Liberty's Promise**

Current program: youth who have intermediate to advanced English skills - working on starting program in Montgomery County for lower level learners - funding pending. Internship placement for 8 weeks in government agencies, non-profits, small businesses

### **Lutheran Social Services Match up Program**

Matching up program: matches clients that are willing and ready to work. Ones that will take first job offer. At 120 days clients would need to be employed. Have a matching grant job developer who helps them with resumes, interview skills, budgeting for self-sufficiency.

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### **Lutheran Social Services Refugee Recertification Program**

Assists skilled immigrants with information on recertifying themselves in U.S.

### **Maryland Workforce Exchange**

Online directory of jobs

### **Montgomery Works - One Stop Workforce Center - Wheaton**

Self-service location where individuals can use computers and have access to experts for resume writing, job applications and much more.

### **Montgomery Works - One Stop Workforce Center - Gaithersburg**

Self-service location where individuals can use computers and have access to experts for resume writing, job applications and much more.

### **Montgomery College Mi-best**

3 programs: Apartment Maintenance, Office Administration, CNA and other areas. MI-BEST's goal is to speed up the rate at which English language learners, who participate in adult education programs, advance to college-level occupational programs; complete credentials of value in the labor market; and move into high-demand jobs offering good wages and opportunities for career advancement. Additional objectives include: \* Identifying educational pathway(s) that link to career pathway(s); \* Providing traditionally underserved and academically challenged populations with integrated basic and occupational skills to succeed in the workforce; \* Giving MI-BEST graduates the opportunity to fill job openings and/or preferential status for next program level; \* Transitioning MI-BEST graduates into more college coursework, leading to further certificates and/or degrees; and \* Giving local employers access to skilled workers (MI-BEST participants and/or graduates) to fill high-demand jobs paying at least \$10 per hour.

### **Montgomery College Business and Information Technology and Safety**

Business Education; Human Resources; Management and Supervision; Mediation/Conflict Management; Start Your Own Business; Commercial Driver's License; Computer Technology / ITI; Green Training; Food Safety; Health Information Technology; Hospitality; Instituto Hispano de Negocios y Entrenamiento; Insurance; L.E.E.D.; Life Science; Professional and Career Development; Project Management; Writing; Convenient Locations; Ways to Register; Registration Form

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### **Instituto Hispano de Negocios y Entrenamiento Gaithersburg Business Training Center**

El Instituto Hispano de Negocios y Entrenamiento de Montgomery College ofrece clases de negocios y entrenamientos en español y bilingües que capacitan a la comunidad hispana del área para que ésta compita exitosamente en el mercado laboral. (Excel, Quickbooks, Payroll and Bookkeeping, Computers, Real Estate, Construction, Food Safety) Classes offered in Spanish."

### **Montgomery College Cosmetology Program**

All classes offered in English. Classes focused on theory and practical. Cosmetology prep - need to have 1500 hours before they can take class - Offer prep test for state exam. Barber prep - need 2200 hours from a school (e.g. Beauty Academy) completed before they can take this class. No pre-requisites: Braiding technique class (\$90/class) open to anyone - 3 classes - get a certificate. Open your own salon (\$99) - get a certificate. Makeup artist (\$375) part one and two - how to apply makeup to make different looks, sanitation and safety. Nail tech class (\$500 class 1, 2 and 3 are \$1000 each): is 250 hours, 3 classes, then complete course and get certificate and then take state exam to be a nail technician - M,T, F 5:30-9:30pm.

### **Montgomery College Early Childhood Education Program**

See chart for information

### **National Apartment Leasing Professional**

See chart for information

### **Spanish Speaking Community of MD, Inc**

Serves the Hispanic communities in Montgomery and Prince George's counties and provides assistance with applications for citizenship, permanent residence, and employment authorization, including completion of forms and translation of documents. Refers clients to Pro Bono offices of the county if legal issues arise that are beyond the organization's scope. No referrals or fees are required; however, donations are accepted from clients. Employment, Immigration, Naturalization, Referrals, Translation Services (See Index for Additional Organizations)

### **Strive DC**

Work with hard to serve populations - accept anyone with a criminal background etc. Job readiness training program - 1 week of presentation and attitude, resume, mock interviews, job search techniques, job leads. program for youth offenders; program to provide business clothing. All programs offered in English for the mainstream job market need 6th grade education. Going to get basic computer skills through the program. Program lasts three weeks and follow up for two years. 2 job boards on-site and e-list. Work on some certifications such as customer service and hospitality and construction - vary when offered.

### **Welcome Back Center of Suburban Maryland Montgomery County - HHS**

Must go through application process including placement test at Montgomery College and interview. Registered nurse, physician or behavioral health professional (social worker/counselor); need to have at least a reading and writing 2 levels for the non-credit courses.