

EMPLOYMENT SEARCH SKILLBUILDING AND SUPPORT RESOURCES

(Updated 3/3/14 Please contact Terry Morris tmorris@sfaf.org with corrections/suggestions.)

ONE STOP CAREER LINK CENTERS

The One Stop Career Link Center System is intended to provide a seamless array of workforce services for San Francisco residents. Such services include career planning, job search assistance, and retention services in order to enhance the skills and aptitudes of San Francisco's workforce and to assist them with finding employment as quickly as possible.

Chinatown One Stop Career Link Center 601 Jackson Street (415) 677-7500 Hours M-F 9am-5pm

SOMA One Stop Career Link Center 1500 Mission Street (415) 575-4570 Hours M-F 9am-5pm

Western Addition One Stop Career Link Center 1449 Webster Ave (415) 655-2620 Hours M-F 9am-5pm

Visitation Valley One Stop Career Link Center 73 Leland Avenue (415) 239-8705 Hours M-F 9am-5pm

Affiliate Centers and Services : • Access to Computers, Internet, Fax and Copy Machines, • Job Search Assistance
Job Preparation Workshops

Civic Center One Stop Career Link Center* 801 Turk Street (415) 749-7503 Hours M-F 9am-5pm**Must have Right to Work documents*

Mission Street One Stop Career Link Center 3120 Mission Street (415) 401-4800 Hours M-F 9am-5pm

PERSONAL ASSISTED EMPLOYMENT SERVICES (PAES)

If you are interested in employment and are a low-income adult with no dependents, you may be eligible for the PAES program. PAES provides a cash stipend to employable adults that are interested in finding employment, as well as training and supportive services necessary to gain lasting employment.

Most participants develop and follow an employment plan leading to work and self-sufficiency, while some are exempt because of age or a verifiable, temporarily disabling condition. Participants may have a disability or be seniors and still receive services.

PAES supportive services may include:

- psychological and vocational assessment
- substance abuse and mental health counseling
- expenses for work-related clothing, tools and supplies
- transportation assistance to and from work activities

PAES employment services are limited to 27 months, with a possible six-month extension if this is likely to lead to employment. **Where to apply for PAES: CAAP Office** 1235 Mission Street SF

(415) 558-1000 (415) 558-1156 (for information in Spanish)

JEWISH VOCATIONAL SERVICE [HTTP://WWW.JVS.ORG/](http://www.jvs.org/)

Interested in how JVS can help? Attend an orientation. ☺ San Francisco Orientation - Interested in learning how JVS can help YOU in your job search? JVS's Orientation will provide you with an overview of the services, programs and resources we offer to job seekers. **Orientations are offered every Wednesday, 1:00-2:00 PM.**

Pre-registration is strongly encouraged!

https://fs16.formsite.com/JVS_SF/IntakeForm/fill?id115=Online%20Registration

Build Your Skills: Everyone knows that to get the right job, you need the right skills. That's why JVS offers a wide variety of training programs, ranging from basic skills to highly specialized professional development. Take a look at what we have to offer. Chances are that JVS has a program that's right for you.

Train for a New Career If you're looking to change your career or improve your skills, JVS can help. We offer a wide variety of training programs to prepare you for careers in health care and business. If you don't see what you need here, JVS also offers [scholarships](#) and [fund-matching programs](#) to help you get the skills you need to find the job you want. Take a look at what we have to offer. No matter what your career path, JVS has a program that's right for you.

Laid Off? Are you a San Francisco resident? Are you receiving unemployment (or did it run out already)? JVS can help you get back to work!

Technology Access Center Need a place to brush up on your software skills or study for your licensure test? The Technology Access Center is the place for you.

What do I want to be? Do you need some help figuring out where you're headed? Our career coaching staff can help you plot a course to a new career.

Find a Job We're here to help you get to work. Whether you want to brush up on your job search skills or are looking to change your career, we know how to work with you to find the job you want. Get started on your job search today!

Time for a new career? Do you know what it takes to land that next job? The [Career Gateway](#) is a way to access online tools, resources and support to help you find and earn rewarding careers.

Want to Work for UCSF? Employers like UCSF require basic skills in Microsoft software for all their employees. Make sure your resume stands out above the rest. Visit our [calendar](#) today and sign up today!

TYPES OF WORKSHOPS & EVENTS AT JVS

THE JOB SEARCH FUNDAMENTALS - Fundamental workshops benefit all job seekers, whether you are conducting a job search independently or through supported job search. The fundamental workshops include: Resume Essentials I, Cover Letter Essentials I, Resume and Cover Letter Essentials (Regional Locations only), Impactful Interviewing I and Job Search Planning. The new skills acquired will help prepare you for mock interviews, employer spotlights and any other job search related events.

COMPUTER SKILLS WORKSHOPS - Hands-on introductory to advanced workshops focused on building computer skills and knowledge needed for the workplace. Topics include basic computer skills, Microsoft Office applications (Word, Excel and Outlook) and online job search resources and tools. **Classes range from 2-3 hours over 1-6 sessions.**

INDUSTRY-SPECIFIC WORKSHOPS - Learn what it takes to work in specific industries. These workshops offer you an opportunity to learn about the in-demand jobs, career pathways, and insider tips for breaking into a new industry.

JOB SEARCH SKILLS WORKSHOPS - These workshops focus on building skills used during a job search. A variety of topics are covered, including: job goal setting, how to use social networking in the job search, identifying transferable skills, interviewing, salary negotiation and many more.

JOB SEARCH STRATEGY GROUPS - Strategy groups are informal meetings facilitated by JVS staff and tailored to meet specific job seeker needs. Currently, active groups include: 50+ Job Search Strategy Group, Professional and Executive Strategy Group, and Maintaining Momentum Strategy Group. These safe and supportive environments allow you to discuss job search concerns, problem-solve, network and share practical job search strategies.

NETWORKING EVENTS - Job seekers working with an employment specialist are invited to use their networking skills in a safe, supportive environment to meet other job seekers and expand their existing network. Job seekers have the opportunity to practice their pitch, learn new job search strategies and participate in other group activities.

EXAMPLES OF WORKSHOPS: Cover Letter Essentials I LinkedIn Level 1: Build Your Profile
Impactful Interviewing II Tell Your Story: Mastering Behavioral Interviews

JVS Technology Access Center Whether you are improving your computer skills or researching jobs, the TAC can be a great resource for you. Equipped with the latest technology and staffed with an employment expert, the TAC is here to help you take your job search to the next level. **What can you do in the TAC?** • Search for a job • Improve your typing speed and computer skills with self-paced tutorials • Use our software and print library to explore your career options • Build your resume, cover letter, and basic skills • Study for the GED, NCLEX-PN, and NCLEX-RN Get started on your job search now! Take advantage of the job search and skill building resources in our new [TAC resources section](#). There is no charge for jobseekers to use the TAC. For more information: [contact us](#) at (415)782-6217. **How to get started:** To enroll, simply attend one of our TAC Enrollment sessions. No registration is required. Please arrive promptly, as we are unable to admit late arrivals. TAC Enrollment times: Mondays, 2:00-3:00pm Wednesdays, 2:30-3:30pm Fridays, 10:30-11:30am (If you can't make one of these times, let us know, and we'll set up an individual session.) TAC hours: Monday through Friday, 9:00 a.m. - 4:45 p.m.

EMPLOYMENT HELP AT THE SF PUBLIC LIBRARY

JOB SEEKERS' LAB

Mondays 11:00 - 2:00 [Computer Training Ctr. Main Library](#) 6th floor 100 Larkin St.

Tuesdays 10:00 - 1:00 [Computer Training Ctr. Main Library](#) 6th floor 100 Larkin St.

Computers with Internet to update, prepare, and search. Computers with Internet connection are available for independent work creating or updating your resume, preparing job applications and/or searching online for jobs. Handouts, books and some staff assistance are available during drop in hours. Bring a flash drive to store your work. Be considerate and share computer space with others.

JOBS AND CAREERS CENTER - 4th Floor at the Main SF Public Library 100 Larkin

Collections and Services The Jobs & Careers Center is a circular, wood-paneled room full of books that can be checked out with practical information on topics such as job-hunting skills, career exploration, education sources and employment agencies. The room includes study tables and wifi access for individual use (though not for meetings in order to maintain a quiet setting). Our helpful librarians will offer information services about jobs and careers at the [Business, Science and Technology Center](#) reference desk on the 4th floor of the Main Library.

DEVELOP YOUR COMPUTER SKILLS at SF PUBLIC LIBRARY

Basic Computer Skills & Internet Help TUESDAYS 1:15 - 2:00 Main Library Computer Training Center - 6th Floor

Come get help with setting up email accounts, word processing and other basic computer related tasks. Ask questions and learn the basics of using a computer!

Intermediate Computer Skills Drop-In WEDNESDAYS 12:00 - 2:00 Main Library Computer Training Center - 6th Floor

SFPL ONLINE VIDEO TUTORIALS

Job Search Video Tutorials <http://sfpl.org/index.php?pg=2000477101>

- Resumes and Cover Letters
- How to search for work using the Office of Economic Opportunity HireSF website
- Job Searching with Social Media: How to Create a Presence, a Network and Conversations That Get You a Job
- Exploring Your Career Options
-

SF PUBLIC LIBRARY OFFERS WORKSHOPS LIKE THESE EVERY MONTH. VISIT THEIR CALENDAR www.sfpl.org

How to Use LinkedIn LinkedIn is the biggest professional network on the Internet—and whether you're currently looking for a job, or are looking to grow in one you already have, having an active account on LinkedIn can be a big help. In this workshop, business and social media experts will take you step by step through the process of creating a LinkedIn account and profile. We'll also give you special tips for how to connect with people on LinkedIn and use it for your professional development. Bring your own laptop if you want to have computer access. Due to renovation of the 5th floor Computer Training Room, this is a temporary location and does not include access to computers. Presenters are Shari Ilsen, Senior Online Communications Manager and Adam Alley, Senior Associate Community Support, both of VolunteerMatch

.Let Us Amaze You! Useful Tools for Your Job Search This introductory class will help you become a more informed and empowered job seeker. In this overview you will learn about: Where to look for job openings Classes & e-Learning, Local community job centers, Free & low cost career counseling, Information for teens, veterans, LGBTQQ & older worder job seekers, Resume tools, Upcoming job fairs & job clubs, Internships & job training, Green jobs, Tools for researching companies, Current salary & job market information, Making lists of potential employers & much more...You will come away from the class more prepared for the task of launching an organized and purposeful job search. All of the tools offered here are free or low cost and available to all, although some resources may require a library card & pin number. Bring your own laptop if you want to have computer access. Due to renovation of the 5th floor Computer Training Room, this is a temporary location and does not include access to computers.

Resume Workshop Get the job you want! Come learn how to write a resume or improve your existing resume with lots of tips and advice from experienced resume consultants. This two hour presentation will be followed by time for individual consultations if time allows

Job Searching with Social Media Make the most of your job search! Looking for a job is tough, especially when you have submitted dozens of resumes and cover letters without response. For those new to the job market or the world of social media, it can be daunting. This class will provide actionable steps, utilizing social media, to help get your resume in the right hands and to get interviews. Participants should be comfortable using online applications.

This class will cover: Social Media in the job search world, Your online presence and how to make sure people can find you, Clearly defining the positions you are interested in, Finding those positions at companies, Talking to the right people about that position, Submitting a concise Cover Letter and Resume, Getting an interview, Social Media is a tool that you can use to find the job that you want. Use it to your advantage by finding and talking to those individuals who make hiring decisions.

EMPLOYMENT SUPPORT AT THE SF GLBT CENTER

From resume review to negotiating a starting salary, the Center offers professional, tailored, and friendly support for job seekers to find the right job that suits their qualifications and meets their needs.

Participants have the opportunity to meet with an employment specialist who will review their current situation, assess their needs and work with them to develop a concrete action plan.

Services include:

- Identifying your goals, skill sets, and career interest
- Supplement your job search activities
- Discussing LGBT friendly employers, local trends, and opportunities
- Referrals to computer and vocational training programs
- Enrollment in job-related networking events and workshops
- Connections to employers and additional employment resource partners
- Building your skills and creating strategies for developing job leads
- Career counseling on how to successfully advance in your new job

Contact: To participate in any of the programs outlined above, please contact the Center's Employment Services program via [email](mailto:employmentservices@sfcenter.org) or by phone at (415) 865-5534. Email: employmentservices@sfcenter.org

Networking Club and Workshops **Connect with fellow job seekers** and receive support, insights and resources at the Center's weekly drop-in LGBT Job Club and ongoing employment workshops. At no charge to you, the Center offers workshops in a welcoming environment for job seekers to share their experiences and learn valuable information such as resume development, interviewing tactics, and networking skills. The Job Club is generally held on a weekly basis every Tuesday from 10am-11:30am, check out the Center's [calendar](#) for additional workshops and events that will help you build skills and acquire essential tools for your job search. Also, check out our [Trans Networking Club](#) held weekly on Fridays.

LGBT Career Fairs and Employer Spotlight Events Our signature career fairs provide a professional networking forum for employers and job seekers to connect, network and gauge employment opportunities. With over 25 job fairs produced to date and over 5,000 community members in attendance, the LGBT Career Fair Series is one of the longest running programs. The Center produces annual diversity recruitment and networking fairs, which feature employers and community partners, large and small, throughout the Bay Area. Also at the Center's Employer Spotlight Events learn directly from top Bay Area employers, LGBT employees, and senior level executives as they share their stories, insights and experiences around diversity in the workplace. These spotlight events showcase a variety of companies, job openings, and provide opportunities for job seekers to learn about a specific workplace culture, insider hiring strategies and networking prospects. Please review the Center's [calendar](#) for our upcoming events. Employer Contact: For more information or to learn how to partner with the Center's Employment Services programs, please contact Clair Farley, Manager of Employment Services via [email](mailto:employmentservices@sfcenter.org) or by phone at (415) 865-5632.

POSITIVE RESOURCE CENTER EMPLOYMENT SERVICES

Positive Resource Center's Employment Services Program provides vocational rehabilitation and job search services to people with HIV/AIDS or with Mental Health Disabilities. Our Employment Services Program assists clients who are considering temporary work, permanent part-time or full-time work, or training and education opportunities. Positive Resource Center is the only employment service provider in the San Francisco Bay Area that has specifically developed its program for people who are facing multiple employment barriers.

Accessing Services Services are available to adults 18+ who are living with HIV or Mental Health Disabilities.

Eligibility for Services San Francisco Residents: New and returning clients need to attend an Employment Services orientation, which is held each Wednesday from 2:00 p.m. to 3:00 p.m. There is no orientation the last week in December.

Location: 785 Market Street (near 4th Street), 10th Floor, San Francisco CA 94103. The closest BART/MUNI station is Powell Station. Call (415) 777-0333 for more information.

Service Coordination Individuals are scheduled for an intake and service-planning appointment with an Employment Services staff member. Employment Service staff work with a client to develop an Individual Service Plan that outlines vocational goals and the steps necessary for reaching them. The client will then be able to access program components including: [Training and Skill Building](#) and [Job Search Assistance](#).

Positive Resource Center Computer Training Workshops

Positive Resource Center's Employment Services Program offers a full spectrum of computer training classes, regardless of a client's level of experience. We offer classes for beginners to gain basic computer skills and more advanced courses for those with some computer experience who want to improve their skills.

Clients who have never even turned on a computer can enroll in basic computer courses for first-timers. More advanced courses are available for those with some computer experience who want to improve their skills.

Students can choose from half-day classes through our FirstStep series, or NextStep, a comprehensive six-week Microsoft Office suite training. To apply for the subsequent NextStep computer training series, please [download the application](#) and follow the instructions provided within. In our state-of-the-art Computer Lab, a full-time Computer Training Coordinator offers [regularly scheduled training classes](#) in:

- Computer Basics
- Word Processing with Microsoft Word 2002
- Spreadsheets with Microsoft Excel 2003
- Database maintenance and development with Microsoft Access 2003
- Presentation development with Microsoft PowerPoint 2003
- Web Page design
- And more new programs added regularly!

Clients consult with their Service Coordinator before enrolling in computer classes. See our [computer training calendar](#) for complete program schedules.

Positive Resource Center Stress Management

The Stress Management workshop series is offered to support participants in the challenges they face as they consider employment and begin a job search.

- Stress Management Tips and Techniques: On the Job and Preparing to Get There
- Conflict Management: Strategies for Success in the Workplace
- Time Management: Skills For Life

Clients consult with their Service Coordinator before enrolling in computer classes. See our [computer training calendar](#) for complete program schedules.

Positive Resource Center Job Search Assistance

When clients enter the job search phase, PRC's Employment Specialists work with them closely on all aspects of the search. They help match clients with specific job openings. They do one-on-one coaching with clients before an interview and debrief afterward. After clients have been successfully placed in a job, they follow up with the client and the employer during the first six months of employment.

The Employment Specialists have direct access to:

- Recruiters
- Labor market information
- Employers
- One-Stop Centers
- Job Fairs
- Short-Term Employment
- Volunteer and Internship Opportunities
- Long-Term Employment

PRC offers a variety of pre-vocational and employment readiness workshops. Topics and seminars include:

- Resume and cover letter development
- Job search strategies
- Interview preparation
- HIV and disclosure
- Coaching for career success
- Workplace ethics
- References
- Computer Training
- Workplace communication skills
- Identifying abilities and interests

Positive Resource Center Self-Employment

Individuals with HIV/AIDS often need resources to assist them in using their skills and abilities to create a business. From considering a business idea, to business planning, to business launch, PRC supports clients to ensure they have access to all the services that support self-employment in San Francisco. Through PRC's collaborative partner Small Business Administration, San Francisco and San Mateo residents participating in the Employment Services program are eligible to receive waived fees for business planning courses.

Self-employment seminars hosted by Positive Resource Center include: Considering Self-Employment, Entrepreneurs' Roundtables featuring panels of entrepreneurs living with HIV, HIV+ Entrepreneurs, a day-long event presented in collaboration with the Small Business Administration, covering licensing, marketing, financing, bookkeeping, and other start-up topics

Clients consult with their Service Coordinator before enrolling in these workshops. See our workshop calendar for complete program schedules.

Check out **About.com** [Job Searching](#) Must Reads [How to Write a Cover Letter](#), [Resume & Letter Samples](#), [Interview Questions & Answers](#), [Good Reasons to Quit a Job](#)

WEBSITES WITH JOB POSTINGS

<http://www.careerbuilder.com/> CareerBuilder is among the top job sites with thousands of job postings and resumes. The site has partnered with many newspapers to provide local as well as national job listings. CareerBuilder also powers the career sites for more than 10,000 Web sites, including 140 newspapers and leading portals such as MSN and AOL.

www.coolworks.com If you're interested in a seasonal job, start your search with CoolWorks. CoolWorks lists thousands of summer and seasonal jobs. There's a free weekly email newsletter and the opportunity to sign-up for a free email account to use for your job search.

<http://www.indeed.com/> Indeed includes millions of job listings from thousands of web sites, including company career pages, job boards, newspaper classifieds, associations, and blogs. Any job search can be saved as an email alert, so new jobs are delivered daily. Job seekers may also search job trends and salaries, read and participate in discussion forums, research companies and even find people working for companies of interest through their online social networks.

<https://www.linkedin.com/> LinkedIn is the top career networking site and an excellent way to connect with people who can help with your job search and/or who work at a company you're interested in. In addition, LinkedIn has a Jobs section where you can search for positions by keyword and location, or use the Advanced Search option to search for listings by even more specific criteria.

<http://www.linkup.com/> LinkUp is a job search engine that uncovers unadvertised jobs listed on company web sites. LinkUp monitors thousands of small, mid-sized, and large company career sections in order to connect applicants with unadvertised jobs by listing the jobs on company web sites.

www.monster.com/ From a numbers perspective, Monster continues to be the top job board site. Positions range from hourly local jobs to professional positions in just about every career field.

<http://www.simplyhired.com/> SimplyHired searches thousands of job boards, classifieds, and company sites. Advanced search options include type of job, type of company, keyword, location, and the date the job was posted.

<http://us.jobs/> US.jobs lists thousands of jobs directly from company websites and from state job banks. The site is the non profit National Labor Exchange provided by DirectEmployers and The National Association of State Workforce Agencies (NASWA).

<https://www.usajobs.gov/> USAJobs (USAJobs.gov) is the Federal Government's official source for Federal government job listings, job application, and employment information. www.craigslist.org

www.idealists.org At Idealist, we want to connect people to the opportunities, community, and resources they need in order to take action and create a better world. To help spur a global network of doers, Idealist Careers will be a hub of informative and inspirational content that focuses on how people can find, land, and love their social-impact careers.