WorkOne

americanjobcenter INDIANA

workoneworks.com

Resource Guide

WorkOne
Adult Basic Education
Employer Services

Welcome to WorkOne

WorkOne is where Hoosiers go to find a better job, choose a career, or access training - all of which are necessities in order to succeed in today's economy. Your local WorkOne can provide computer labs, resume workshops, and career counseling, all at no cost, to give you the competitive edge needed for a successful job search.

WorkOne Services

- Job search assistance
- Training Programs
- Career Counseling
- Skills Evaluation

*Please note that in order to access many of the WorkOne services you will need to have a valid photo I.D.

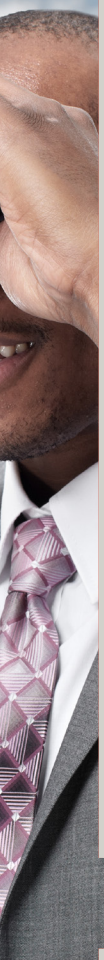
Job Search Assistance

- Resume development workshops
- Interview coaching and workshops
- Local job fairs
- IndianaCareerConnect.com allows you to perform your job search at a WorkOne Career Center, or from home

  Username _____

  Password _____

- **Employment for Veterans** - Indiana is committed to providing Veterans with priority service in transitioning from a military to a civilian workforce for all their employment needs. Additionally, Veteran Specialists provide employment services to eligible Veterans and eligible spouses with significant barriers to employment.
- **Vocational Rehabilitation Services (VR)** - provides quality individualized services to support people with disabilities to prepare for, obtain, or retain employment. The individual will work closely with a VR Counselor throughout the process. Through active participation in their rehabilitation, people with disabilities achieve a greater level of independence in their workplace and living environments.



Career Counseling

- Skills evaluation and assessment
- Online assessments enable you to test your skills and compare them with job profiles to help you get ahead of the curve when looking for jobs or career advancement opportunities.

Education and Training Programs

- High School Equivalency diploma (formerly GED)
- Adult Basic Education programs provide math, reading, and writing instruction free of charge to help you learn the skills needed to earn an Indiana High School Equivalency diploma, or help you further your career.
- WorkINdiana allows you to earn a High School Equivalency diploma and a career certificate at the same time. Pick from 30 different certificates ranging from Certified Nurse Assistant to Computer Technician. in.gov/dwd/adulted.htm
- Career readiness training to update your skills
- Certification courses in basic office functions to set you apart from your competition in applying for jobs
- Computer classes

Other WorkOne Services

UNEMPLOYMENT - To file an unemployment insurance claim, visit in.gov/dwd/unemployment and create an Uplink account.

Username _____

Password _____

For unemployment insurance help, call the Unemployment Customer Service Center at 1-800-891-6499. WorkOne Career Centers have computers and other equipment that you may use to access Uplink.

SERVE INDIANA (AMERICORPS) - in.gov/serveindiana

AmeriCorps Indiana's goal to "help others and meet critical needs of the community" is currently met by Hoosier participants who have expressed a strong commitment to serve in 180 community and faith-based organizations, public agencies, and educational institutions throughout the state. Participants receive a living stipend and at the conclusion of service receive an educational award which can be used to repay student loans or for future tuition. In one program year, 650 participants are eligible for over $2 million in education awards.

HOOSIERS WITH DISABILITIES

WorkOne welcomes all and provides reasonable accommodations to ensure that its buildings, programs, and services are accessible from Employment Assistance to Assistive Technology. Please note that WorkOne Career Centers differ in the types of equipment offered. Contact or visit your local WorkOne to inquire about the availability of equipment.

WorkOne Team Member

Name _____

E-mail _____

Phone _____

Other State of Indiana Services

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
ifcem.com/CitizenPortal/application.do or in.gov/fssa/dfr/2999.htm or call 1-800-403-0864

- Provides cash assistance and supportive services to assist families with children under age 18, helping them achieve economic self-sufficiency.

STATE INSURANCE PROGRAMS
HIP 2.0 - in.gov/fssa/hip or 1-877-GET-HIP9 (1-877-438-4479)

- The Healthy Indiana Plan is a health insurance program for qualified adults.

Hoosier Healthwise - in.gov/fssa/ompp/2544.htm

- Healthcare program for children and pregnant women with low income

RX FOR INDIANA - rxforindiana.org

- Connects low-income individuals with discount prescription medicines, direct from the pharmaceutical manufacturer.

INDIANA TOBACCO QUITLINE
in.gov/quitline or call 1-800-QUIT-NOW (1-800-784-8669)

- Phone-based counseling service that helps Indiana smokers quit.

INSHAPE INDIANA - inshapeindiana.org

- Motivates, educates and connects Hoosiers to valuable resources that help them eat better, move more and avoid tobacco.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
in.gov/fssa/dfr/2691.htm

- Provides food assistance to low- and no-income individuals and families

NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM
doe.in.gov/nutrition

- Provides free and reduced-cost meals to eligible school children. Contact your local school corporation.

WOMEN, INFANTS AND CHILDREN (WIC) - WIC.in.gov or 1-800-522-0874

- Nutrition program providing supplemental foods, nutrition counseling and access to health services for low-income women, infants and children under the age of five.

CHILD CARE ASSISTANCE - in.gov/fssa/carefinder/3900.htm or 1-800-299-1627

- Assists low-income families with the rising cost of quality child care for children birth to 12 years of age as well as special needs children.

HOUSING MORTGAGE ASSISTANCE – 877gethope.org or 1-877-GET-HOPE

- Indiana's Hardest Hit Fund provides assistance for those facing foreclosure or trouble with making mortgage payments.

MORTGAGE REFINANCING ASSISTANCE – MakingHomeAffordable.gov or 1-888-995-HOPE

- Home Affordable Refinance Program assists in lowering mortgage payments.

LOCATE HOUSING – IndianaHousingNow.org or 1-877-428-8844

- Find available housing in Indiana that best fits your needs.

ENERGY ASSISTANCE – in.gov/ihcda,1-800-872-0371, or 317-232-7777

- Provides financial assistance to maintain utility services to low-income households during the winter heating season.

INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

americanjobcenter INDIANA

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