

#### FEB - MAR 2024 MAGAZINE



# **Explore Career Options with Us!**



Whether you are looking for a new job, to improve your job qualifications, explore a new career, or hire a new employee, WorkOne West Central can help!

Connect with us at https://www.in.gov/dwd/workonewestcentral/

# **TABLE of CONTENTS**

WorkOne West Central Magazine



## Services are described on pages 3-7.

WorkOne offers free Job Seeker serivces. Whether you are looking for a new job, considering a career change, or you need to develop a career plan, our staff can assist you.



## Programs are described on pages 8-13.

Training Programs for job seekers interested in paid training, paid internships, & one-on-one interviews with employers are some of the programs we offer. Do you need a career certificate or a high school equivalancy diploma? We can help.



## **Workshop Calendars are on pages 14-15.**

We offer in-person workshops and virtual workshops with instructions for registration. Workshops last 30-45 minutes and include topics such as resumes, job searching, interviewing, career interests, and employment background checks.



#### Office locations & hours are on the back.

WorkOne Centers provide access of workforce development services for customers & employers in each county. Office hours are 8 AM to 4:30 PM Monday through Friday or by appointment as noted on the back of this magazine.



USDOL-ETA Funding Acknowledgement and Product Disclaimer

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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# **Facts About** WorkOne Services



# **FIND A JOB NOW**

Come see us. Visit a WorkOne office. Get help job searching. Register for a workshop. Talk to an employment specialist for the best guidance moving your career forward today.



https://www.in.gov/dwd/workonewestcentral

# TRAINING & **EDUCATION**

Need an HSE diploma or a career certificate? We can help. Are you interested in On-The-Job Training? Ask our staff about training opportunities.

https://www.in.gov/dwd/workonewestcentral

# UNEMPLOYMENT **BENEFITS**

If you are unemployed due to no fault of your own, you may be eligible for unemployment benefit insurance. To file a claim, call 1-800-891-6499.

https://www.in.gov/dwd/indiana-unemployment/file/



# **SKILLS** WORKSHOPS



WorkOne workshops take 30-45 minutes and give you the latest information and tools. Trained facilitators give you the best advice to achieve your career goal.

https://www.in.gov/dwd/workonewestcentral

The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333. El Programa de Financiamiento asistido de acuerdo con el Titulo 1 de WIA es un programa de Igualidad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El numero de TDD/TTY es 1-800-743-3333.

See WorkOne office locations and hours of operation on the back of the magazine.



## **ADULT SERVICES**

For adults, we offer workshops on topics such as career interest, job searches, interviews, resumes, and work readiness. Ask about our paid training, on-the-job training, certification opportunities, career counseling and employment specialists who can help you plan your next career move.



# DISLOCATED WORKER SERVICES

If you have lost your job as a result of layoff, downsizing, or plant closure, take advantage of our re-employment services as well as all of the Adult Services including workshops and career counseling. Visit a WorkOne office near you and ask to speak with an employment specialist about your next job.



Thank you for your service, veterans!
WorkOne is committed to providing
veterans with priority service in
transitioning from a military to civilian
workforce. Veterans' Specialists
provide employment services to eligible
veterans and eligible spouses with
significant barriers to employment.



#### **YOUTH SERVICES**

Are you between the ages of 16 and 24?
WorkOne Youth Services can help
you get the education and training to
succeed! Career Coaches and
The iWork Program work with you to
develop career goals,
on-the-job training, internships, and
mentoring opportunities.

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# ADDITIONAL SERVICES and INFORMATION:

# Unemployment



To file an Unemployment Insurance Claim: https://uplink.in.gov/CSS/CSSLogon.htm and create an Uplink account.

For Unemployment Help, call the Unemployment Customer Service Center: 800-891-6499.



# **SNAP Benefits**

Supplemental Nutritional Assistance
Program (SNAP) Go to:
in.gov/fssa/dfr/2691.htm
Provides food assistance to low- and no-income individuals and families.



Proteus provides services & financial assistance to help migrant & seasonal farm workers qualify for better jobs & achieve a better standard of living.

Call: 855-765-6687
Go to: www.proteusinc.net



To learn more about this exciting opportunity, contact an IMPACT case worker or call:

800-403-0864, and choose Option 3.

Now Offering Child Care Support Services!



# Vocational Rehabilitation

VR Services provide quality individualized services to enhance & support people with disabilities to prepare for, obtain, or retain employment.

Call: 800-545-7763 Go to: http://vrs.in.gov

# Trade Adjustment Assistance (TAA)



TAA seeks to provide U.S. Workers who are adversely affected by trade with the opportunity to obtain skills, resources, and support to become reemployed.

<a href="https://www.in.gov/dwd/taa.">https://www.in.gov/dwd/taa.</a>



Indiana Adult Education programs provide math, reading, and writing education instruction at no cost to help you attain the skills needed to earn a high school equivalency diploma.

Go to: https://www.in.gov/dwd/career-training-adult-ed/adult-ed/.

Connect with us at <a href="https://www.in.gov/dwd/workonewestcentral">https://www.in.gov/dwd/workonewestcentral</a>

# **Region 4 Adult Education Information**















Tippecanoe County: Lafayette Adult Resource Academy (LARA)-

1100 Elizabeth St | Lafayette, IN 47906 | Telephone: 765-476-2920

**Carroll County: Delphi Adult Education-**

711 Armory Rd | Delphi, IN 46923 | Telephone: 765-564-2100, Ext 1100

**Clinton County: The Learning Network-**

1111 South Jackson St | Frankfort, IN 46041 | Telephone: 765-659-6380, Ext 1822

**Tipton County: Tipton Adult Education Center-**

Hinds Adult Education | Classses at Tipton High School | Telephone: 765-552-4122.

White County: White County Academic Skills Center-

1017 O'Connor Blvd | Monticello, IN 47960 | Telephone: 574-583-5158

Benton, Fountain, and Warren Counties - Telephone 765-764-1880

**Benton County: Benton County Adult Education-**

105 South Howard St | Oxford, IN 47971

Fountain County: Main Street Center-

 $101\,North\,Main\,St\,|\,Veedersburg,\,IN\,47987$ 

Warren County: Warren County Learning Center-26 East Second St | Williamsport, IN 47993

Montgomery County: Crawfordsville Adult Resource Academy (CARA)-

1501 South Elm St | Crawfordsville, IN 47933 | Telephone: 765-362-2690

Cass County: LCSC Adult and Alternative Education-

410 West Miami Avenue | Logansport, IN 46947 | Telephone: 574-722-2912

Howard County: Kokomo Area Career Center-

2415 South Berkley Rd | Kokomo, IN 46902 | Telephone: 765-455-8021

Miami County: Miami County Adult Education:

19 North Park Dr | Peru, IN 46970 | Telephone: 765-475-2423

Find out more about Adult Education at: https://www.in.gov/dwd/career-training-adult-ed/adult-ed/



# **Top Demand Occupations**











Occupations listed are growing in-demand careers in West Central Indiana. These are careers that can be supported with funding to ensure skill development that matches the workforce needs of businesses and employers throughout Region 4.

Accountant and Auditor Administrative Services Manager Agricultural and Food Science Technician Architectural and Engineering Manager

Assembler & Fabricator

Automotive Service Technician/Mechanic Bookkeeping, Accounting, and Auditing Clerk **Bus and Truck Mechanics and** 

**Diesel Engine Specialist** 

Carpenter

**Chemical Equipment Operator and Tender** Clinical Laboratory Technologist

Computer and Information Systems Manager

Computer Numerically Controlled

Operator/Programmer (CNC) Computer Software Developer

Computer Systems Analyst

Construction Laborer

Construction Manager

Correctional Officer

Counselor

**Customer Service Representative** 

**Dental Assistant** 

**Dental Hygienist** 

**Education Administrator** 

Educational, Vocational, and School Counselor

**Electrical and Electronic Engineering Technician** 

Electrician

**Electronics Engineer, Except Computer** 

Elementary, Middle School and Secondary

**School Teacher** 

**Emergency Paramedic, EMT** 

Financial Manager

First-line Supervisor/Manager of Construction

**Trades & Extraction Workers** 

First-line Supervisor/Manager of Mechanics,

Installers, & Repairers

First-line Supervisor/Manager of Office and Administrative Support Workers

First-line Supervisor/Manager of Office and

Administrative Support Workers

First-line Supervisor/Manager of Production

& Operating Workers

First-line Supervisor/Manager of Retail Sales Workers

First-line Supervisor/Manager of Transportation

& Material-Moving Machine and Vehicle Operators Production Worker

**General and Operations Manager** 

**General Office Occupation** 

Heating, Air Conditioning, and Refrigeration

Mechanic and Installer

Home Health Aide

**Human Resources Specialist** 

Industrial Engineering Technologist and

Technician Industrial Engineer

**Industrial Production Manager** 

Industrial Machinery Repairer/Maintenance

**Industrial Truck and Tractor Operator** 

Inspector, Tester, Sorter, Sampler, and Weigher

Laborer and Freight, Stock, and Material Mover, Hand Social Worker

Licensed Practical Nurse (LPN)

**Machine Operator and Assembler** 

Machinist

Maintenance and Repair Worker

Management Analyst

**Material Moving Worker** 

Mechanical Engineer

**Medical and Clinical Laboratory Technologist** 

Medical and Health Services Manager

**Medical Assistant** 

Medical Record and Health Information Technician

Millwright

Multiple Machine Tool Setter, Operator, and Tender,

**Metal and Plastic** 

Executive Secretary and Administrative Assistant Network and Computer Systems Administrator

**Nurse Practitioner** 

**Nursing Assistant** 

Occupational Therapist

**Pharmacist** 

**Pharmacy Technician** 

Plumber, Pipefitter and Steamfitter Police and Sheriff's Patrol Officer **Postsecondary Teacher Precision Electrical and Electronic** 

**Equipment Assembler** 

**Precision Metal Worker** 

Radiological Technologist

Registered Nurse (RN)Respiratory,

Occupational

**Physical Therapist** 

Sales Representative

**Secretaries and Administrative** 

**Assistant** 

**Security Guard** 

**Semiconductor Processing** 

Technician

Shipping, Receiving, and Traffic

Solar Photovoltaic Installers

Special Education School Teacher

**Surgical Technologist** 

**Team Assembler** 

**Tool & Die Maker** 

Truck Driver, Heavy and

Tractor-Trailer

Truck Driver, Light

Veterinarian

Welder, Cutter, Solderer, and

Brazer







# **EMPLOYER BUSINESS SERVICES**

Job Posting & Recruitment Events | Screening Services | Qualified Applicant Searches | WorkKeys Job Task Analysis & Assessments On-the-Job Training Grants | Space to Conduct Interviews

EMPLOYERS, DO YOU NEED TO HIRE A NEW EMPLOYEE?

BEFORE YOU DO, CONSIDER THE ON-THE-JOB WAGE REIMBURSEMENT PROGRAM!



### WHAT IS ON-THE-JOB TRAINING?

- OJT's offset extensive employer costs of onboarding and training new hires.
- OJT Training Grants provide up to 50% wage reimbursement for each eligible new hire during initial training.
- OJT's have minimal paperwork. We manage the process for you.
- OJT Programs help employers reduce employee turnover

# **Employers, Are You Looking to Skill Up Your Workforce? Consider APPRENTICESHIPS.**

#### **APPRENTICESHIPUSA**

#### **Benefits for the Apprentice:**

 Earn higher wages and increase your earning potential.

Receive relevant training.

Gain experience.

 Increase skills and proficiencies.

Access a pathway to college.

 Employer is invested in learning and training.

Clear career path and opportunities.

Registered Apprenticeship

Pre-Apprenticeship

State Earn and Learn

Career Adult Education

Industry Certifications

college.

Internships

Contact Gerry Vasquez,
Apprenticeship Training Coordinator
gvasquez@workonewestcentral.org
Office: (765) 450 - 3058 Cell: (915) 543 - 1914

#### **Benefits for the Employer:**

- 93% of apprentices retain employment after completing an apprenticeship program.
- Develop apprenticeship standards that meet training needs.
- Identify key roles and responsibilities for the apprenticeship.
- Determine the process of program operation, work processes, related technical instruction, and progressive wage schedule.



american**job**center JAG Indiana

JOBS FOR AMERICA'S GRADUATES

#### The JAG Program

Jobs for America's Graduates (JAG) Program is dedicated to helping students succeed in high school and beyond! JAG Indiana has assisted More than 20,000 Hoosier students graduate high school. pursue secondary education, and secure quality entry-level jobs leading to career opportunities. JAG students compete in regional, state, and national competitions and receive scholarships up to \$5,000.

More than 6,000 students have participated in over 130 JAG Programs throughout Indiana.



Schools listed offer the JAG Program in Region 4. Ask your counselor how you can join the JAG team.

Jefferson High School - Lafayette

- McCutcheon High School Lafayette
- Oakland High School Lafayette
- Kokomo High School Kokomo
- Logansport High School -Logansport
- Peru High School Peru
- Twin Lakes High School Monticello

For more information about Region 4 JAG Programs, contact:

> **Ethan Groff**, **JAG Region 4 Manager** (765) 450-3019 or egroff@workonewestcentral.org

# **WORKFORCE READY GRANT**



The Workforce Ready Grant pays for all tuition and regularly assessed fees for qualifying high-value certificates at any eligible training provider. To qualify, recipients must:

- · Be an Indiana resident and a U.S. Citizen (or eligible non-citizen)
- · Have a high school diploma (or equivalent) but less than a college degree
- · Be eligible for state financial aid and file the FAFSA (for certain programs and providers)
- Enroll in a qualifying program at an approved training provider
- Meet any additional requirements for certain training providers and programs

More than 31,000 Hoosiers have been trained for a better job through the **Workforce Ready Grant.** 



**Workforce Ready Grant** recipients earn nearly \$7,000 more after getting a certificate.

For more information on the Workforce Ready Grant in Region 4, contact:

Nikki Worl, **Kokomo WorkOne Center Manager** (765) 450-3048 or nworl@workonewestcentral.org

# Rural (a) Healthcare Grant (4)

Are you a resident of a rural county interested in the healthcare field? Are you willing to work in healthcare in a rural county?

The Rural Healthcare Grant provides employment and training services to individuals who will gain the skills and competencies required to enter jobs in a healthcare occupations pathway in order to address workforce shortages in rural areas.



For more information about the Rural Healthcare Grant, please contact:

Kris Trainer at WorkOne Logansport: ktrainer@workonewestcentral.org or 574-722-6652
Nikki Worl at WorkOne Kokomo: nworl@workonewestcentral.org or 765-450-3025
Jeremy Bolinger at WorkOne Lafayette: jbolinger@workonewestcentral.org or 765-474-5411

An initiative of the West Central Indiana Region 4 Workforce Board, U.S. Department of Labor, and Indiana Department of Workforce Development. Funding for this project has been provided by Indiana Department of Workforce Development. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities.

#### **Rural Healthcare Grant Details**



**Intent:** To provide employment and training services to individuals that will gain the skills and competencies required to enter middle and high skilled jobs along a career pathway in healthcare occupations in order to address workforce shortages in rural areas.

**Eligibility:** Unemployed, Underemployed, or an incumbent worker. Participants must be 17 years of age or older and not currently enrolled in secondary school.

**Primary Focus:** Nursing Assistants, Licensed Practical Nurses, and Registered Nurses. A small number of related healthcare technician occupations may also be served such as Emergency Medical Technicians and Paramedics, Medical Assistants, Phlebotomists, etc.

#### **Region 4 Rural Counties include:**

- Some of Benton County (the Fowler area)
- Cass County
- Clinton County
- Fountain County
- Miami County
- · Montgomery County
- Tipton County
- Warren County
- · White County

The grant does not restrict the provision of grant funded services only to eligible individuals living in the rural service areas listed above. Participant training must support the intent of the grant, which is to alleviate healthcare workforce shortages in healthcare occupations serving rural counties. A number of individuals from Carroll County, Howard County, and Tippecanoe County who are interested in working in a rural county can be considered for funding under this grant.

**Supportive Services:** 10% of grant funds can be used for supportive services such as transportation assistance, NCLEX fees, physicals/shots, immunizations, scrubs, etc.

#### For Further Information, please contact:

WorkOne Logansport - Kris Trainer, ktrainer@workonewestcentral.org - 574-722-6652

WorkOne Kokomo - Nikki Worl, nworl@workonewestcentral.org - 765-450-3025

WorkOne Lafayette - Jeremy Bolinger, jbolinger@workonewestcentral.org - 765-474-5411

An initiative of the West Central Indiana Region 4 Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development and the U.S. Department of Labor. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities.

Date: 4/2023

# ETERAN SERVICES



WorkOne is committed to providing Veterans with priority service in transitioning from a military to a civilian workforce. Veteran Specialists provide employment services to eligible Veterans and eligible spouses with significant barriers to employment.



#### **WorkOne West Central Region 4: Tim Hill**

Local Veterans' Employment Representative Office: 765-474-2733 | Cell: 765-715-7580 Email: thill2@dwd.in.gov

#### Kokomo WorkOne: Eli Ireland

Disabled Veteran's Outreach Program Specialist 700 East Firmin St., Suite 150 | Kokomo, IN 46902 Office: 765-450-3029 | Cell: 765-431-0969 Email: eireland@dwd.in.gov

#### Lafayette WorkOne: Don Nedza

Disabled Veteran's Outreach Program Specialist 820 Park East Boulevard | Lafayette, IN 47905 Office: 765-446-2630 | Cell: 765-716-4172 Email: dnedza@dwd.in.gov

https://www.in.gov/dwd/workonewestcentral



#iWork is a federally grant-funded training program for Out of School Youth aimed at assisting youth (ages 16-24) find a career pathway in a field of their choice.

#iWork takes just 2 weeks at 20 hours per week with a total of 40 hours of classroom instruction.

Think about attending #iWork!

After completeing the workshop training, participants have an opportunity to work one-on-one with job development staff.

The job developer arranges a paid internship with a local employer in a career field you choose.



#### What #iWork Covers?

- Career Planning
- Interview Skills
- Resume Development
- Time Management
- Elevator Speech
- Mock Interviews
- Job Search Techniques
- Workforce Ethics
- · Job Keeping Skills
- Professionalism

#### **Contact Us to Find Out More!**

Lafayette WorkOne Office: 765-446-2795
Kokomo WorkOne Office: 765-450-3019

The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities.

The TDD/TTY number is 1-800-743-3333.



# **FEBRUARY 2024**

## WORKSHOP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
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5 In Person* Kokomo & Lafayette 10:00 Job Search Noon: Resume	6 DOWN 10:00 Interviewing Noon: Career Interest	7 Lo:00 Resume Noon: Work Readiness	8	9
I 2 In Person* Kokomo & Lafayette 10:00 Job Search Noon: Resume	10:00 Interviewing Noon: Career Interest	10:00 Resume Noon: Work Readiness	I 5 In Person* Lafayette Only 10:00 Career Interest Noon: Interviewing	Logansport Only 9:00 Interviewing 11:00 Resume 1:30 Work Ready
I 9 In Person* Kokomo & Lafayette 10:00 Job Search Noon: Resume	20 Loom  10:00 Interviewing  Noon: Career Interest	21 2000 Resume Noon: Work Readiness	22 In Person* Lafayette Only 10:00 Career Interest Noon: Interviewing	23 In Person* Logansport Only 9:00 Interviewing 11:00 Resume 1:30 Job Search
26 In Person* Kokomo & Lafayette 10:00 Job Search Noon: Resume	10:00 Interviewing Noon: Career Interest	10:00 Resume Noon: Work Readiness	29 In Person* Lafayette Only 10:00 Career Interest Noon: Interviewing	



# **MARCH 2024**

## WORKSHOP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
I ATT PL	In Person* Logansport Only 9:00 Job Search 11:00 Resume 1:30 Interviewing			
4 In Person* Kokomo & Lafayette  10:00 Job Search Noon: Resume	10:00 Interviewing Noon: Career	6 CONTROL OF THE PROPERTY OF T	7 In Person* Lafayette Only 10:00 Career Interest Noon: Interviewing	8 In Person* Logansport Only 9:00 Resume 11:00 Work
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10:00 Job Search Noon: Resume	10:00 Interviewing Noon: Career Interest	10:00 Resume Noon: Work Readiness	10:00 Career Interest Noon: Interviewing	9:00 Interviewing I I:00 Resume I:30 Job Search
18 In Person* Kokomo & Lafayette	19 🚉	20 😞	2 I In Person* Lafayette Only	22 In Person* Logansport Only
10:00 Job Search Noon: Resume	10:00 Interviewing Noon: Career Interest	10:00 Resume Noon: Work Readiness	10:00 Career Interest Noon: Interviewing	9:00 Resume  II:00 Career Interest  I:30 Work Readiness
25 In Person* Kokomo & Lafayette 10:00 Job Search Noon: Resume	10:00 Interviewing  Noon: Career Interest	10:00 Resume Noon: Work Readiness	28 In Person* Lafayette Only 10:00 Career Interest Noon: Interviewing	Good Friday Office Closed

# WorkOne West Central Office Locations

Comprehensive WorkOne office in West Central Indiana are located in Kokomo and Lafayette.

Hours of Operation in Lafavette and Kokomo WorkOne offices are 8:00 AM - 4:30 PM.

The Affiliate WorkOne offices are located in Logansport and Peru.

Please note WorkOne Affiliate Offices close for lunch daily 12:30 PM - 1:30 PM.



To better serve you, use the link or scan the QR Code next to each office location to make your appointment online.

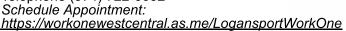
#### Kokomo WorkOne Office Inventrek Building 700 E Firmin, Suite 150 Kokomo, IN 46902 Telephone (765) 450-3019 Schedule Appointment:



Lafayette WorkOne Office 820 Park East Blvd. Lafayette, IN 47905 Telephone (765) 474-5411 Schedule Appointment:



**Logansport WorkOne** 1 Ivy Tech Way, Suite B Logansport, IN 46947 Telephone (574) 722-6652 Schedule Appointment:



Ivy Tech Community College 25 West Main Street, Rm 111B Peru, IN 46970

Telephone (765) 472-3562 Thursdays 8 AM-12:30 PM, 1:30 PM-4:30 PM Schedule Appointment: https://bit.ly/498skb8









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