

Chautauqua Works

americanjobcenter®

www.chautauquaworks.com

JOB SEEKERS

- *Looking for employment?*
- *Need help finding a new career?*
- *Seeking training assistance?*

Chautauqua Works is for you!

We offer easy access to career development and employment services for all job seekers.

Chautauqua Works also offers coordinated referrals and access to over 50 certified training programs throughout Chautauqua County and surrounding areas.

EMPLOYERS

- *Are you looking for employees?*
- *Looking to develop your workforce?*

Chautauqua Works is for you!

We offer easy access to the following employer services:

- Job Postings
- Information (programs, referrals, permits, legal, etc.)
- Economic Development Referrals
- Pre-Hire Testing (fee for service)
- Recruitment, Screening
- Job Fairs
- Business Seminars

Customers can obtain the following services:

- Internet Access To Statewide And Regional Job Listings
- Learn the Best Skills To Help You Attain Employment
- Assistance With Job Matching
- Free Informational Workshops:
 - Career Exploration
 - Update/Create Your Resume
 - How to Conduct an Effective Job Search
 - Interviewing Techniques to Help Get That Job
 - Help Balancing Family and Work and Much More...
- Job Search Related Resources:
 - Computer Access - Job Search, Career Exploration & Online Applications
 - Fax Machine/Photocopier/Telephone Access – for Contacting Employers
 - Professional Staff Assistance
- Resource Library:
 - Educational /Occupational Guides
 - On-line Resources for Training, Schools, Interviewing Skills, Job Search, Resume, and Cover Letters etc.

Upon eligibility determination:

- Comprehensive Assessment (Customer Interests/Abilities/Values)
- Assistance With Customer Employment Plan
- Counseling On Career Opportunities
- Assistance with Tuition and Books
- Continuous Customer Support
- On-The-Job Training (OJT)
- Basic Skills Training (GED, ESL, Etc.)
- Employment Support
- Family Development
- Life Skills (Financial Management, Child Care, Transportation Etc.)
- Skills Upgrade Training

For more information please contact us toll free at 1-877-424-9031 or stop by the nearest location:

Monday through Friday
8:30 AM - 4:30 PM

(716) 366-9015 Dunkirk

(716) 661-9553 Jamestown

TTY (716) 487-5117

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