

COC TRAINING COMMITTEE PRESENTS



www.buckshousinglink.org

FAIR HOUSING: EQUAL ACCESS AND GENDER IDENTITY

REGISTRATION INFORMATION:

Registration is required.

Please click [here](#) or scan the QR code.



WHEN:

May 5, 2023
9:00 - 11:00 am
Via Zoom

PRESENTER:

Janis Stacy
Intake Specialist



Carolyn Steinhofer
Intake, Enforcement and Compliance Manager

The Housing Equality Center of Pennsylvania

ABOUT THE SESSION:

The Housing Equality Center of PA will present a training on HUD's Equal Access Rule and Gender Identity. New fair housing protections for the LGBTQ+ community will be discussed along with special considerations for housing transgender and gender non-conforming guests in shelters and transitional housing.



CALL THE HOUSING LINK HELPLINE 1.800.810.4434



PA CareerLink® Del Condado Berks te invita

Feria de Trabajo Primavera 2023

Martes, 23 de Mayo, 2023

12:00 p.m. – 5:00 p.m.

En

The Alvernia PLEX

465 St Bernadine St, Reading, PA 19607

Síguenos en las redes



Talleres Gratis

11:30 a.m. **Cómo Triunfar en una Feria de Empleo**



Hiring Today, For Tomorrow SM

Now Hiring: Diesel Mechanics - Tractor Trailer

Job# 2303225

Location: Ewing, NJ

Role Highlights:

- Salary Range: \$19 - \$27/hour
- Medical, Dental, Vision, 401K, Tuition Reimbursement
- Work/Life Balance and more
- Experience: Two (2) years of relevant work experience

Why Join WM?

Our crews are the best. Highly trained, safety focused, with career opportunities and stability. We invest in you by providing industry-leading benefits- 100% free education for employees and dependents, health coverage, lucrative 401k, stock purchase plan, and more.

Join us, and together, we'll work proud for our communities.

Ready to start your tomorrow, today?



wm.com/Careers
#WeAreWM

As an EEO/Affirmative Action Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.

ON-THE-JOB TRAINING (OJT) OPPORTUNITIES AVAILABLE!

CONTACT

THOMAS DEYOUNG (TDEYOUNG@BUCKSCAREERLINK.ORG EXT. 3552)

OR

ELIZABETH KEPPLEY (EIKEPPLEY@BUCKSCAREERLINK.ORG EXT.3596)

PHONE: (267) 580-3501 OR TTY: 711

New On-the-Job Training (OJT) opportunities come out every month. As a job seeker, review Bucks County's OJT lists to see where you can start a new career and get free training while you work. As an employer, use the list to make sure your industry is represented, and add your jobs that include OJT by e-mailing.

Search and apply for these positions on www.pacareerlink.pa.gov using the job number provided.

18568028	ASSEMBLER/ FABRICATOR MANUFACTURING	19007-3624
18660918	Administrative Assistant	19007-3624
18588152	Product Packer	18974-3203
18564081	Software Application Engineer	18914-3924
18595999	Director of Human Resources	18914-3924
18648474	Airport Services Utility Helper - Philadelphia International Airport	18914-3924
18652090	Accounts Receivable Specialist	18942-1536
18583995	SWISS CNC OPERATOR	19006-1400
18583999	SENIOR QUALITY ENGINEER	19006-1400
18616778	Medical Device Assembler	19006-1400
18617352	Press Brake Operator	18974-1526
18583572	Maintenance Mechanic	19053-7878
18584204	Shipping Supervisor	19053-7878
18584210	Production Supervisor	19053-7878
18621695	Forklift	19053-7878
18621834	Machines/Miscellaneous	19053-7878
18690524	Local CDL-B Concrete Mixer Driver- Morrisville, P.A.	19030-4313
18558880	Inspector	18940-1818

18558882	Machine Operator	18940-1818
18558884	CNC Machine Operator	18940-1818
18558887	Cylindrical Grinder Operator	18940-1818
18688011	Service Technician	18947-1807
18648813	Sheet Metal Mechanic/Finisher	19021-6002
18649151	Mechanical Assembly Technician	19021-6002
18651995	Electronic Testing Technician	19021-6002
18690865	Stock Room Supervisor	19021-6002
18690871	Industrial Engineer	19021-6002
18690910	TIG Welder	19021-6002

PA CareerLink® Bucks County
4800 E Street Road, Suite 50
267-580-3501(Office)
215-781-1074 (Fax)
711 (TTY)



A proud partner of the American **JobCenter** network

PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For program funding details in compliance with the Stevens Amendment, please visit www.buckscounty.gov/1825/stevens-amendment



May 2023

Suite 50 Trevoese, PA 19053
 1 Hillendale Road Perkasie, PA 18944
 Phone: 267-580-3501 215-258-7755
 TTY: 711 TTY: 711
 Fax: 215-567-8910 Fax 215-258-7735

Monday	Tuesday	Wednesday	Thursday	Friday
1 Virtual General Orientation 10:00-11:00 Virtual Word I 10:00-12:00 On-Site Trevoese/Virtual Dealing with Stress Management 1:00-2:00 On-Site/Virtual Assessment & Personality Tests 3:00-4:00	2 On-Site-Trevoese General Orientation 11:00- 12:00 On-Site-Trevoese Assessments 10:30-12:00 On-Site-Trevoese Modern Interviewing & Video Interviewing 1:30-2:30	3 Virtual Resume Revival 10:00-12:00pm On-Site-Trevoese General Orientation 1:00- 2:00 On-Site-Trevoese Assessments 1:30-3:00	4 Virtual Navigating an ATS 9:00-9:30 Virtual Word II 10:00-12:00 On-Site Trevoese/Virtual Resume Development 3:00-4:00	5 Virtual LinkedIn for Beginners 10:00-11:00 Virtual Overcoming the Age Barrier 1:00-2:00
8 Virtual General Orientation 10:00-11:00 Virtual Excel I 10:00-12:00 On-Site Trevoese/Virtual Financial Self Care Make a Budget 1:00-2:00 On-Site Trevoese/Virtual Marketing Yourself 3:00-4:00	9 On-Site-Trevoese General Orientation 10:00- 11:00 On-Site-Trevoese Assessments 10:30-12:00 On-Site Trevoese/Virtual Acing the Interview & Video Interview 1:30-2:30 On-Site Trevoese/Virtual Finding Your Fit 3:00-4:00	10 Virtual Resume Revival 10:00-12:00 Hiring Event Trevoese: ESS; 10:00-1:00 (See back for details) On-site Trevoese General Orientation 1:00-2:00 On-Site-Trevoese Assessments 1:30-3:00	11 Virtual Navigating ATS 9:00-9:30 Virtual Excel II 10:00-12:00 On-Site Trevoese/Virtual Resume Development 3:00-4:00	12
15 Virtual General Orientation 10:00-11:00 Virtual Excel III 10:00-12:00 On-Site Trevoese/Virtual Communication 1:00- 2:00 On-Site Trevoese/Virtual Applicant Tracking System 3:00-4:00	16 On-Site-Trevoese General Orientation 10:00- 11:00 On-Site-Trevoese Assessments 10:30-12:00 On-Site Trevoese/Virtual Computer Basic I&II 1:30- 2:30 On-Site Trevoese/Virtual Career/Job Strategies 3:00- 4:00	17 Virtual Resume Revival 10:00-12:00 On-site Trevoese General Orientation 1:00-2:00 On-Site-Trevoese Assessments 1:30-3:00 Networking Now: "Moves to Make When Your Job Search Stall" 2:00-4:00(See back for details)	18 Virtual Navigating an ATS 9:00-9:30 On-Site Trevoese/Virtual Overcoming the Age Barrier 10:00-11:00 On-Site Trevoese/Virtual Resume Development 3:00-4:00	19
22 Virtual General Orientation 10:00-11:00 Virtual Power Point I&II 10:00-12:00 On-Site Trevoese/Virtual Time Management Cain- Do Attitude 1:00-2:00 On-Site Trevoese/Virtual Cut Your Job Search by 50% 3:00-4:00	23 On-Site-Trevoese General Orientation 10:00- 11:00 On-Site-Trevoese Assessments 10:30-12:00 On-Site Trevoese/Virtual Writing a Cover Letter 1:30-2:30	24 Virtual Resume Revival 10:00-12:00pm On-site Trevoese General Orientation 1:00-2:00 On-Site-Trevoese Assessments 1:30-3:00	25 Virtual Navigating an ATS 9:00-9:30 On-Site Trevoese/Virtual Preparing for your Job Search 2023-New Beginnings 1:30-2:30 On-Site Trevoese/Virtual Resume Development 3:00-4:00	26
29 Office Closed	30 On-Site-Trevoese General Orientation 10:00- 11:00 On-Site-Trevoese Assessments 10:30-12:00	31 Virtual Resume Revival 10:00-12:00pm On-site Trevoese General Orientation 1:00-2:00 On-Site-Trevoese Assessments 1:30-3:00		

All workshops are provided at no cost.

Online registration required - Sign up from the events page on the PA CareerLink® Website www.pacareerlink.pa.gov or call 267-580-3501 (TTY dial 711)

Trevoze Hours: Monday – Friday 8:30 – 4:00 Perkasie Hours: Monday-Friday 8:30-4:00

Computer/Career Preparation Workshops

Computers Basics I: Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume virtually. Please register www.pacareerlink.pa.gov

Computer Basics II: In this workshop learn about identifying the operating system running a computer, what an IP address is and how to identify it, what a network is, more on using the internet, the cloud, internet safety, finding downloads on a computer, and identifying the devices connected to a computer. Please register www.pacareerlink.pa.gov

Excel I: Learn the best practices and the foundation for Excel including cursor positions and editing cells; how to create spreadsheets; perform basic data entry; execute spreadsheet operations, copy and fill series, inserting, deleting and adjusting columns and rows; formatting, saving, basic formulas, creating borders, formatting dates and conditional formatting. Please register www.pacareerlink.pa.gov

Excel II: Must have taken Excel I. Learn and perform commonly used formulas; continue copy and fill series; inserting and modifying comments; filtering and sorting; data base essentials; perform subtotals; create and modify charts. Excel 2016. Please register www.pacareerlink.pa.gov

Excel III: Learn how to create a PivotTable and a pivot chart, perform lookups, use data validation (control inputs from a list), link cells, IF and Countif functions, using text to columns function and arranging the view of various spreadsheets. **Must have taken Excel I & Excel II and have a strong working knowledge of Excel.** Please register www.pacareerlink.pa.gov

Open Lab: Use the computer for job search activities; get assistance with learning the computer; take a tutorial or practice Word, Excel, PowerPoint. Staff available for questions and assistance. Please register www.pacareerlink.pa.gov

PowerPoint I: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation, and slide transitions. PowerPoint 2016. Please register www.pacareerlink.pa.gov

Word I: Participants become familiar with the software and cursor essentials; learn word processing terms and applications; how to select text; font formatting; paragraph alignment, margins, page setup, saving and spell check. Please register www.pacareerlink.pa.gov

Word II: Must have taken Word I. Learn how to: copy, cut, paste, format, painter, format paragraphs and pages. Bullet lists and columns, insert headers and footers, page numbers, tabs, tab stops and symbols, find and replace tables. Word 2016. Please register www.pacareerlink.pa.gov

Job Search Assistance Workshops

Application Tracking System ATS: Develop an understanding of how to navigate today's application process. The workshop includes simulation of Application Tracking System. Please register www.pacareerlink.pa.gov

Applicant Tracking System ATS Mini Workshop: This 15-minute session will provide information in a summarized approach to meet the demands of busy participants. Please register www.pacareerlink.pa.gov

Assessments and Personality Tests: Strategies on how to approach pre-employment testing. Learn the practical tips and techniques of employment testing to help you feel confident! Please register www.pacareerlink.pa.gov

Overcoming the Age Barrier: Receive guidance on job search issues specific to the mature worker (Over 50). Learn strategies on how to identify jobs if you are in this market. Please register www.pacareerlink.pa.gov

Communication (Virtual) Workshop: Advantages of effective communication and tips to improve. Communication skills. Please register www.pacareerlink.pa.gov

Cut Your Job Search by 50%: Make your job search efficient and effective as possible. Learn tips on being organized, using social media effectively and how networking is critical for the job search. Please register www.pacareerlink.pa.gov

Finding Your Fit: Do you have a well-developed plan for marketing your career? This workshop will highlight how to tackle those challenges through career research and guide you through assessments. "Finding your fit is a journey of self-discovery. Please register www.pacareerlink.pa.gov

General Orientation & Interest Inventory: Provides overview of resources and services offered through the CareerLink partners. Upon conclusion participants will be able to complete interest inventories. Please register www.pacareerlink.pa.gov

Preparing for Your 2023 Job Search-New Beginnings: Career Tips for 2022 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Please register www.pacareerlink.pa.gov

Dealing with Stress-Stress Management (Virtual) Workshop: The importance of managing stress. Effective stress management helps you break the hold stress has on your life, so you can be happier, healthier, and more productive. Please register www.pacareerlink.pa.gov

Financial Self-Care-Make a Budget (Virtual) Workshop: Financial self-care is taking the time to look inward and understanding what habits work for you and which ones may need adjusting. Learn how to make a monthly budget and a variety of financial self-care tips to use in your lives. Please register www.pacareerlink.pa.gov

LinkedIn for Beginners: Learn how to complete your LinkedIn profile. Develop your professional recommendations, including endorsements. Please register www.pacareerlink.pa.gov

Market Yourself: Create your own personal brand. Learn how to network and ways to market yourself effectively. Please register at www.pacareerlink.pa.gov

Modern Interviewing/Video Interviewing: Learn modern interviewing techniques that focus on behavioral questions. Please register www.pacareerlink.pa.gov

Preparing for Your 2023 Job Search-New Beginnings: Career Tips for 2022 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Please register www.pacareerlink.pa.gov

Resume Revival: Assistance in updating and formatting your resume during this workshop. Please register www.pacareerlink.pa.gov

Resume Revival Mini Workshop: This 15-minute workshop will provide information in a summarized approach to meet the demands of busy participants. Please register www.pacareerlink.pa.gov

Time Management Can-Do Attitude (Virtual) Workshop: Do you have a time management plan? Do you run your day, or does your day run you? Improving your time management. Maintain a Can-Do Attitude. Please register www.pacareerlink.pa.gov

Writing a Cover Letter: Resumes do not tell your full story to an employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. Can create a cover letter during the workshop. Please register www.pacareerlink.pa.gov

Hiring Events

Informational Session ESS; May 10th 10:00-1:00. Substitute Teachers, Substitute Paraprofessional, Instructional & Non-Instructional Assistants needed. Please apply www.pacareerlink.gov with job posting number 18718461, 18718478, 1871840, 18718483. For additional information contact Crystal Bivens cbivens@bucksareerlink.org

Other Events

Networking Now, Guest Speaker: George Schonewolf- "Moves to Make When Your Job Search Stalls"
May 17th 2pm-4pm.

Register at www.pacareerlink.gov. For additional information contact Hebert Bethea hbethea@bucksareerlink.org

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

PA OFFICE OF VOCATIONAL REHABILITATION (OVR): The Office of Vocational Rehabilitation offers services to qualified individuals with disabilities, in order to assist them to prepare for, enter, or retain employment. 1-800-221-1042 or www.dli.state.pa.us Keyword: OVR

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. Please contact vsangimelst@pa.gov

VITA EDUCATION SERVICES: Vita offers free basic education programs tailored to the individual needs of the adult learner. They include Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, or visit their website www.vitaeducation.org

FREE GED Preparation, Job Readiness/Career Exploration, Job Placement for Young Adults
Bucks County Out of School Youth (OSY) Program provides a variety of transitional programs for young adults aged 16-24 for GED instruction and completion, year-round paid internships, apprenticeships, on-the-job training, job readiness, assistance with job searching and connecting participants to employment opportunities. The Bucks County OSY Program also provides summer internship opportunities for recent high school graduates, college preparation for those seeking secondary education, local college, and business/industry tours, as well as assistance in applying for financial aid. For additional information visit <https://www.bucks.edu/businesscareer/pro-dev/adultliteracyhseged/> or call/text 267-225-2851.