



## SERVICES BENEFITTING JOB SEEKERS

6330 W. Charleston Blvd., #190, Las Vegas, NV 89146  
(702) 822-4200 / [www.nvcareercenter.org](http://www.nvcareercenter.org)

### JOB SEARCHING RESOURCES & CAREER PATHWAYS EXPLORATION

- Access to computers, fax machines, and other tools to help you in ***your job search***
- Lists of job openings ***updated and posted daily*** (printed upon request)
- Individualized ***job-matching*** through One-Stop Career Center partners
- ***Job preparation*** workshops in Digital literacy, Resume Writing, Interviewing
- STEM workshops - Career exploration in ***Nevada's targeted industry sectors***
- ***Specialized*** Job Clubs covering targeted populations and industry sectors
- Information on how to apply for Unemployment Insurance, Supplemental Nutritional Assistance Program and other government assistance programs

### STAFF-ASSISTED CAREER PLANNING SERVICES

- ***One-on-one*** staff-assisted services and Individualized Employment Plans (IEPs)
- Skills-based assessments to determine possible career paths based on ***your own unique strengths and abilities***
- Based on need, assistance in securing Health & Alcohol Awareness cards, tools, uniforms and/or other items ***needed for the position***
- Other supportive services, such as transportation assistance ***for employment and training-related activities*** when needed

### TRAINING SERVICES

- **Occupational Skills Training:** Classroom training aimed at providing candidates with industry-recognized certifications and credentials
- **On-the-Job Training:** Employer training aimed at providing candidates with the skills they need to perform the job functions
- **Customized Training:** Cohort training for multiple employees or potential new hires

### ADDITIONAL SERVICES FOR TARGETED POPULATIONS

- Priority of service for Veterans and eligible spouses
- People with disabilities through the Bureau of Vocational Rehabilitation
- AARP Foundation "BACK TO WORK 50+" program

## FREQUENTLY ASKED QUESTIONS

### ***Who may access job searching and career exploration resources?***

Universal access is available to all who are 18 years of age or older at no cost.

### ***What are the eligibility criteria for me to receive staff-assisted services?***

- Must be 18 years of age or older
- Must be a Nevada resident
- Must have a valid Social Security Number/be eligible to work in the United States
- Must be in compliance with Selective Service (applies only to males born after 12/31/1959)

### ***What is the process for getting started?***

The first step is to visit our One-Stop Career Center anytime during our hours of operation, which are Monday – Friday, from 8:00 am – 5:00 pm. Please bring with you documentation verifying your eligibility based on the criteria above. During your first visit, you will be guided by our Career Center Representatives to complete a short orientation process. You will then be connected with the center partner who can best meet your needs.

### ***How do I know which type of additional skills training would be best for me?***

Once connected with a center partner, you will undergo a thorough assessment process to identify your strengths, areas that need to be improved upon, and any barriers that may need to be addressed as part of your entrance/return to the workforce or transition into a higher-paying position. Using your past work history, educational background and the information derived from the assessment, we will help you develop an IEP. From there, assistance in determining the need for additional training, as well as guidance in researching training providers, will be provided. Funding sources for training will be evaluated at this time.

### ***How do I know how much an agency may cover toward the cost of my training or if they can cover the full amount?***

The amount is based on the initial assessment process and funding availability. Decisions are made exclusively on a case-by-case basis, depending on multiple factors included but not limited to: the specific circumstances of the individual, the cost of the training, the potential wage an individual may be able to earn after placement into employment and the amount that can be covered by outside sources.

### ***How do I know whether the training or certification I need can be provided?***

A list of all the current approved trainings that the One-Stop partners can pay for using WIA funds can be found by going to: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org) and clicking on the link to the Eligible Training Provider List (ETPL).

### ***What are Job Clubs?***

Job Clubs are weekly meetings of individuals with shared circumstances, characteristics, or goals, with the idea of working together and leveraging the past experiences and resources of attendees to help all members move toward gainful employment. They combine a series of informational seminars with peer support and networking, as well as opportunities to meet with potential employers.