Boulder County CCAP Job Search Resources

For Job Seekers:

Workforce Boulder County (WfBC), a Colorado Workforce Center, offers a wide variety of services to Job Seekers and Businesses.

- **Events**
  - for Job Seekers
- Find the **most recent job listings**
  - by registering with the Workforce Center and searching for jobs on www.connectingcolorado.com
- **Government Jobs**
  - Boulder County, Colorado State, and Federal Jobs
- **Resource Center**
  WfBC offers user friendly job search resources:
  - Computers with updated software
  - Internet access to job listing sites
  - Access to America's Job Network
  - Resume software
  - Assessment and career information software programs
  - Newspapers, books, periodicals, and magazines
- **Work Registration**
  - Employment registration is open to anyone looking for work
  - Applicants are interviewed to determine skills, experience and job target
  - Computerized job system matches job seeker with employer
  - State wide job search available
  - Referrals to employers

- **Assessments**
    - Limited career counseling and self-directed vocational assessments to assist in determine occupations that match aptitude and abilities
    - Basic skills assessments to determine reading and math skills levels
- **Computer Lab**
    - Individual computer assisted basic skills training
    - Skill training levels target the non-reader through GED
    - Assistance to learn demand software packages
- **Job Search Workshops**
  (covering a variety of job seeking skills)
    - WfBC offers workshops in a variety of areas to assist job seekers in obtaining the employment they need and want. A complete list of workshops with course descriptions is located here.
- **Job Training**
    - Limited scholarships and tuition assistance are available
    - Scholarships may be used for training in high demand occupations
- **Internships / On-the-job Training**
    - Some clients may qualify for the following:
    - Paid / unpaid internships at a variety of non-profit, private for profit or public entities work sites
    - The intern will be trained in specified job skills and / or workplace success skills

Workshops available once you register with **Workforce**: you can do that online or in person or you can also contact an Employment Advisor. They are available in both offices Monday – Friday, from 8:00 until 3:00. This is a walk-in service; no appointments are necessary. You can also call either of our main numbers to be connected to an Employment Advisor at 303-413-7555 or 720-864-6684.

All workshops are **free**. Pre-registration is required to hold your place in class due to limited space. At registration, you will be asked to leave a telephone number where you can be reached. **PARTICIPANT CANCELLATIONS MUST BE MADE WITHIN 24 HOURS PRIOR TO THE START OF CLASS.**

- **<u>Step 1: Job Search and Self-Discovery</u>**
  Career Exploration (1/2 day class)
  If you are unsure about your next career move this workshop is for you. The career assessment tools we offer will give you insights into new jobs and careers that would be your best fit.

Job Search Basics (1/2 day class)
Plan the best way to navigate your online job search.

Creative Job Search – Tapping into the Hidden Job Market (1/2 day class)
Discover the importance or networking in your job search. Over 50% of jobs are never posted. Employers prefer to hire hob seekers who are referred by their colleagues or coworkers. Learn innovative ways to find the hidden jobs and get referred.

- **Step 2: Resume**

  Resume Basics (2 half days)
  Learn the basics of resume writing. This workshop covers why resumes are important in today's job search process and how to put a basic resume together.

  ReZoom Your Resume (1/2 day class)
  It is recommended that you have a clear career direction before taking this class. Learn what the current trends are in resume writing and how to tailor your resume to the position to get your resume noticed.

  Walk-in Resume Critique (first come, first served)
  This "quick" service is for clients who need a minimal critique and are comfortable reworking their resume.

- **Step 3: Networking**

  Using Facebook & Twitter to Leverage Your Job Search (1 ½ hour class)
  Find out how Facebook, Twitter and a few other social media sites can radically enhance your chances for finding the perfect job. More of a "Why" you should use social media for job searching, not a "How-to" workshop.

  LinkedIn Basics (2.5 hour class)
  Get started! LinkedIn Basics covers how to create a professional profile, set privacy settings, and make connections with others on LinkedIn. Note: Go to LinkedIn.com and set up an account prior to attending the workshop. Bring your e-mail address and your LinkedIn password to class

  LinkedIn for Job Search (2.5 hour class)
  Once your profile is complete see how the power of LinkedIn can connect you with professionals in your fields who can refer you to those hidden jobs.

Networking Presentation (2 hours)
A monthly meeting for WfBC registered 50+ clients. The networking presentations showcase speakers from area employers and organizations who offer information on interesting job search topics. Time will be available for networking with other attendees.

- **Step 4: Interview**

  Interview Basics (2 half days*)*
  Preparing for your first interview or need to review the basics? Learn how to prepare for an interview, research a company and practice interview questions.

  What's Your Interview IQ? (4 consecutive half days) — *You must be able to attend all four half days.*
  Interview successfully by using a simple formula to showcase your skills that sets you apart from the competition. Increase your confidence by knowing how to answer behavioral and tough interview questions. Note: There will be 1-2 hours of homework after each of the first two days of the workshop.

  Interview IQ Snap (2 hours) *This workshop is an alternative choice for those who cannot attend the four-day interactive workshop. Interview IQ Snap covers the same information as "What's Your Interview IQ?" but is a condensed information session with no interviewing practice.*

  Practice Interviews (1 ½ hour class) *required – Exclusively for those who have previously taken the "Interview Basics", "What's Your Interview IQ?" or "Interview IQ Snap" workshop. Practice your interviewing skills with other job seekers who have taken one of our Interview workshops. Bring questions you want to be asked and be prepared with your skill/STAR stories.*

- **Enrichment**

  - **Communicating across Generations** (2 hours) every generation has its own personality and style. Understanding what makes each generation tick can bridge communication and working relationships. We'll look at the four generations currently in the workforce and explore ways to work well with people of all ages.

  - **Transition, Transcend, Transform for 50+ Clients** (3 hours) the world of work is changing: social media and technology are here to stay. Get a new perspective on your career options and move forward with clarity and confidence.

- **Self-Directed Labs** available. If you need to increase or update your computer skills, or learn Microsoft Office, you can train in the Self-Directed Labs in Longmont or Boulder. SDLs are typically scheduled multiple times per week, and offer flexible, self-paced training using computer-delivered tutorials in Windows, Word, Excel, Access, and PowerPoint. Contact our offices to learn of specific times.

Please register with an Employment Advisor in either the Boulder or Longmont office is required prior to attending a workshop. Employment Advisors are available Monday-Friday from 8:00 to 3:00 on a walk-in basis. You can also call either of our main numbers to be connected to an Employment Advisor at 303-413-7555 or 720-864-6684.

All workshops are **free**. Pre-registration is required to hold your place in class due to limited space. At registration, you will be asked to leave a telephone number where you can be reached. **PARTICIPANT CANCELLATIONS MUST BE MADE WITHIN 24 HOURS PRIOR TO THE START OF CLASS.**

If you need special assistance, contact your local Workforce Center

WfBC Longmont
515 Coffman Street
Longmont, CO 80501
Tel: 720.864.6600

WfBC Boulder
5755 Central Ave, Suite B
Boulder, CO 80301
Tel: 303.413.7555
Fax: 303.413.7794

How to complete CCAP Job Search Logs

WORK-SEARCH LOG: complete one sheet for EACH day of CARE used.

While on job search for Boulder County CCAP, parents will need to **complete and document job search activities for each HOUR of CCAP used on each DAY of care used.**

Approved care is based on the time spent on job search activities each day; less than 5 hours equals' part-time care, 5 hours or more equals full time care. Each day, no matter the type of care approved, counts toward the thirteen (13) week maximum for each anniversary year. It is advised that logs be turned in every Friday to avoid issues with delayed processing.

CCAP job search logs are due to CCAP **every TWO WEEKS** in order to continue receiving assistance.

Date	Job Search Activity	How Contacted	Person Contacted (Name and Title)	Employer Name/ Address/Phone/Email	Results	Application or Resume Filed?
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No
		☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			☐ Not Hiring ☐ Pending ☐ Hired	☐ Yes ☐ No

Person contacted

List each employer name, address, etc. for each employer contacted

Fill in the Dates that Child Care was used. Use one sheet per day.

List all the activities you did:

Example: Resume writing, WfBC class, Interview

Result of contact

Check off how contact was made

Did you complete and application/ File a resume?

Please be complete and thorough with documentation.

This Week's Job Info

Flood Recovery Jobs
Hiring Now!!!!!!!!

Workforce Boulder County " Longmont Office"
1500 Kansas Ave, Suite 4D
Longmont, CO 80501

Workforce Boulder County "Boulder Office"
2520 55th St., Ste. 100
Boulder, CO 80301

Positions range from $15-$19/hr.!!!!!

We are currently recruiting for temporary debris clean-up workers!!!

Field Technicians-$15/hr

Required Skills:

- Communicate verbally and in writing in English with co-workers and the public
- Use hand tools such as shovels, rakes loppers, wheelbarrows
- Use chainsaw or be able to be trained to use chainsaw
- Perform heavy physical labor; able to lift 50-100 lbs.
- Ability to work cooperatively with other employees and the public; ability to perform duties in accordance with County safety policies: ability to carry out instructions
- Experience operating heavy machinery such as track hoes, excavators, wheel loaders strongly desired

Education: High School or GED

Crew Leads-$19/hr

Required Skills ***(in addition to all required skills above):***

- Supervisory Experience and ability to direct a crew and manage daily tasks
- Ability to operate heavy machinery such as a mini-excavator, backhoe, wheel loader
- Ability to ensure safety protocols are being followed by crew members
- Ability to deal and manage conflict, to maintain and manage compliance of county policies by crew members, ability to work with different levels of staff

Education: High School or GED

You must meet at least ONE of the following four eligibility criteria for these grant positions:

- Laid off due to no fault of your own
- Displaced from employment as a result of the flood
- Unemployed and looking for work for 13 weeks out of the last 26 weeks (Documentation is required)
- Currently earning less than $20.01/hr

Come into either Workforce Center M-F 8:00 A.M. to 4:00 P.M. to pick up application. If you have questions about these positions please contact: Maria Yost myost@bouldercounty.org; or Vicki Buck vbuck@bouldercounty.org. You may also call with inquiries at 303.827.7437. Must be able to speak and write in English.

WORKFORCE
BOULDER COUNTY

COLORADO WORKFORCE CENTER

Connecting Business and People

KICKSTART YOUR JOB SEARCH

Monday, March 28, 1-330pm Boulder, CO

JOB SEARCH BASICS

Looking for work is the hardest job you'll ever have! Take back power in your job hunt. Spend an afternoon in the employer's seat to boost your own job search.

more info and registration
www. **bouldercountyhc**.org or 720.564.2279 option 3