

EMPLOYMENT RESOURCES

Whitby Resource Centre.... cont'd

Services: Job Resource Service

- resume writing, job interview skills, organizing your job search, safety in the workplace, skills and interest assessments, and more
- faxing, photocopying, access to job banks and the Internet, assistance with resume writing; information on upgrading, other training opportunities

Summer Jobs Service

- program for summer student employment • province pays a wage subsidy to the employer • students work up to 35 hours/week for up to 16 weeks

Job Connect

IRS: provides individuals looking for work with access to employment resources, ie computers, photocopying, workshops, one on one assistance

EPP: provides more detailed one on one services with an Employment Counsellor for those eligible

JDPS: provides partially subsidized work placements for those eligible

YMCA - Durham Employment Services

Phone: 905-427-7670 ext. 346

Office: 1550 Kingston Road, Unit 16, Pickering, ON L1V 1C3

Hours: Monday to Thursday 8:30 am - 6 pm; Friday 8:30 am - 4 pm

- Services:*
- pre-employment training sessions • resume preparation/organized job search • confidence building • lifeskills workshops • individual/group counselling and follow-up • variety of employment workshops •

Employment Resource Centre

• available for self directed job search, use of computers to access job bank, Internet, resumes and cover letter critiquing, workshops, faxing services for job search

Programs

- job Connect, Summer Job Service, Youth Careers 2000, Youth Internship, Youth Foyer, Self-Employment

Youth Employment Solutions Durham

Phone: 905-579-2530

Email: yesd@tdsb.on.ca

Office: 15 Thicksn Road North, Unit 1B, Whitby, ON L1N 8W7

Hours: Monday to Friday 8:30 am to 4:30 pm

Description: • 20 day series of employability and life skills workshops • one-on-one job search coaching • help setting up job placements with employers in the community by providing wage subsidies to employers as incentive • ongoing support throughout the employment

Ages: 15 - 30 years

- Eligibility:*
- out of school, unemployed or underemployed (less than 20 hrs/wk)
 - legally entitled to work in Canada
 - not in receipt of Employment Insurance (E.I.) benefits

For further details visit our Community Information database at

www.whitbylibrary.on.ca

Or call Whitby Central Library - Reference Desk 905-668-6531 ext. 2020

EMPLOYMENT RESOURCES

Durham Region Employment Network

Phone: 905-720-1777

Web Site: www.dren.org

Email: dren@dren.org

Location: 60 Bond Street West, 8th Floor, Oshawa, ON L1G 1A5

Hours: Monday to Friday 8:30 am - 4:30 pm

Description: • free job posting service • availability of marketing materials • internet access available • region wide database access

Durham Region Unemployed Help Centre

Web Site: www.unemployedhelp.on.ca

Description: • storage of resumes in our searchable database

- computer access to Service Canada labour market information and job bank • use of computer to type resumes and cover letters and telephone for local job related calls • message line for employment related calls • photocopier and access to facsimile at a nominal cost • resume and cover letter preparation
- workshops on resume preparation, searching the hidden job market, developing job leads, interview techniques, maintaining self esteem, job search for new Canadians, Internet training, basic training on Simply Accounting and Quick Books

Locations:

Oshawa Office

15 Colborne Street East, Oshawa, ON L1G 1M1

Phone: 905-579-1821

Email: info@unemployedhelp.on.ca

Hours: Monday to Friday 8:30 am - 4:30 pm

Pickering Office

1400 Bayly Street, Unit #12, Pickering, ON L1W 3R2

Phone: 905-420-4010

E-Mail: CareAdmin@unemployedhelp.on.ca

Hours: Monday and Thursday 8:30 am - 8:00pm
Tuesday, Wednesday, Friday 8:30am - 4:30pm

Resource Centre

193 King Street East, Oshawa, ON L1H 1C2

Phone: 605-579-1821

Email: resources@unemployedhelp.on.ca

Hours: Monday to Thursday 8:30 am – 4:30 pm

Description: • Experienced Workers Information Network; Internet access to Service Canada labour market information and job opportunities

Job Connect - Career & Development Employment Services

Web Site: www.jobconnectontario.org

- Services:*
- information, referral service, employment planning & preparation, job development placement support, summer jobs service
 - internet and email, information on community resources, employment and training-related print material, workshops and apprenticeship information, assistance from Employment Advisors • one-to-one employment counselling, assistance with resume, job search, interviews, career planning, essential skills information, referrals for assessments

EMPLOYMENT RESOURCES

Job Connect.... cont'd

Locations: **Durham College**
2000 Simcoe Street North,
Simcoe Building, Room #1048, Oshawa, ON L1H 7K4
Phone: 905-721-3093
Hours: Monday to Friday 8:30 am - 4:30 pm
Community Employment Resource Centre
475 Bond Street West, Unit 4
Phone: 905-721-3086
Hours: Monday & Wednesday 1 pm - 4 pm
Contact: Deborah Ireland • deborah.ireland@durhamcollege.ca
Jess Hann Branch - Oshawa Public Libraries
8-199 Wentworth Street West
Phone: 905-721-3062
Hours: Tuesday & Thursday 1 pm - 4 pm
Contact: Susan Parson • susan.parson@durhamcollege.ca

Service Canada

Phone: 1-800-622-6232
1-800-206-7218.... Social Insurance Numbers
1-800-556-5518.... Foreign Workers
1-800-263-8364.... Job Order Service Hotline / Record of Employment Information
TTY: 1-800-529-3742.... Employment Insurance
Web Site: www.servicecanada.gc.ca • www.jobbank.gc.ca
Email: ontario.inquiry@hrdc-drhc.gc.ca/durham
Office: 78 Richmond Street West, Oshawa, ON L1G 1E1
Hours: Monday to Friday 8:30 am - 4 pm
Description: **Worker Services**

- Job Bank Kiosks.... electronic listing of jobs provided by employers from across Canada
- Labour Market Information.... answers questions about jobs, skills and worker availability in local areas across Canada
- Social Insurance Number Applications.... to apply for a SIN for the first time, to request a replacement card or to apply for an amendment to your SIN record and/or card applications

META Vocational Services

Phone: 905-725-0087
Toll Free: 1-866-794-4677
TTY: 905-725-0087
E-Mail: metaservices@metavocational.com
Office: 15 Thickson Road North, Unit 6, Whitby, ON L1N 8W7
Hours: Monday to Friday 8 am - 4:30 pm
Description: **Job Finding Club**

- three week program to assist the job seeker in acquiring the necessary skills to obtain suitable employment • assist with preparation of resumes, cover letters, calling cards, references, effective interview skills, networking, etc. • access to telephones, Internet and fax machines

Growth Opportunities Guide (GO)

- specialized employment service assists persons with physical, mental, emotional or learning disabilities to re-enter the workforce

EMPLOYMENT RESOURCES

Northern Lights Vocational Services

Phone: 905-436-2957
Toll Free: 1-866-613-9675
Web Site: www.northernlightsosh.com
Email: durhaminfo@northernlightsosh.com
Office: 843 King Street West, Unit 8, Oshawa, ON L1J 2L4
Hours: Monday to Friday 8 am - 4 pm
Description: **The Employment Advantage**

- workshops focusing on resumes, career development, self employment • help to identify solutions and develop an action plan • on-going support and advice until one is employed

Job Search Workshops For Newcomer Youth

- for newcomers to Canada between the ages 13 - 24 • identify employment skills, learn job search strategies, prepare for job interviews • develop resume and cover letter • one-on-one counselling available • research local employers, labour market information

Ontario Works Employment Resource Centre Durham Region Social Services Department

Phone: 905-432-2929
Web Site: www.durham.ca
Office: 200 John Street West, 2nd floor, Oshawa, ON L1J 2B4
Hours: Monday to Friday 9 am to 4 pm
Description:

- case planners assist participants to develop employment plans • equipment and materials to support job search activity • workshops on job search skills, job coaching, life skills and employment planning • information sessions on employment supports and community services • volunteer opportunities that help gain new skills and work experience • employment placement services matches clients to local jobs • self-employment program for those interested in establishing and maintaining their own business

Tradeability

Phone: 905-723-5812
Toll Free: 1-866-629-2202
Web Site: www.tradeability.ca
Email: info@tradeability.ca
Office: 420 Green Street, Suite 105, Whitby, ON L1N 8R1
Hours: Monday to Friday 9 am to 4 pm
Services:

- web site designed to help persons interested in a career in the skilled trades
- features Durham Region specific career information • provides information on apprenticeable trades and the steps to apprenticeship, local contacts and organizations • local skilled trades news

Whitby Resource Centre - John Howard Society Of Durham Region

Phone: 905-666-8847
Fax: 905-666-8847
Address: 105 Consumers Drive, Whitby, ON L1N 1C4
Website: www.jobconnectdurham.ca
Email: jobconnect@jhsdurham.on.ca
Hours: Monday, Tuesday, Thursday 8:30 am - 4:30 pm;
Wednesday 8:30 am - 7:30 pm; Friday 8:30 am - 4 pm
Contact: Maureen Bandola, Office Manager