

worksource | OREGON

Rogue Valley

GETTING STARTED

WorkSource Oregon (WSO) is an equal opportunity agency. WSO provides free help so you can use our services. Some examples are sign language and spoken-language interpreters, written materials in other languages, large print, audio, and other formats. To get help, please call 503-947-1680. TTY users call 711. You can also send an email to EmployerServices@oregon.gov.

Introduction to WorkSource Services

This presentation describes WorkSource services which are free to Job seekers. These career development services are not required to receive unemployment insurance.

- As you review this presentation, write down what interests you
 - Use our [Career Checklist](#) to help you take notes
- Share your interests with your Career Coach during your Welcome Conversation



Your path to career success

At WorkSource Rogue Valley (WSRV), we provide people of all ages and backgrounds with services that are tailored to meet individual needs.

Some services included are:

- Career Assessment and Counseling
- Certifications
- Training & Scholarships
- Job listings
- ELL Training
- Workshops
- GED Assistance
- Work-Based Training



Veterans Services

If you have served in the United States military or are the spouse of someone who served, check “Yes” on the Career Checklist. You may qualify for additional services.

Qualifying veterans receive priority consideration for services, including:

- Needs assessments, employer connections, coaching on job-related problem solving, resume and cover letter writing
- Referrals to partner agencies who provide a range of services



iMatchSkills

This powerful online matching tool connects employers to job seekers. You must create a profile to receive most WorkSource services.

iMatchSkills is your place to:

- Connect to employers
- Create an online resume to document and store all work history
- Receive job notifications
- Browse job listings
- Increase your access to employers and employers' access to you

Completing Your iMatchSkills Profile:

- Takes about 30—45 minutes
- Can be completed from any computer at www.imatchskills.org
- Please check the appropriate box for your iMatchSkills status on [My Career Checklist](#)

CALL FOR ASSISTANCE

Medford 541-734-7533

Grants Pass 541-471-3811

My WorkSource

My WorkSource coordinates your WSRV services in one place, such as career planning, searching for work, and managing resumes and cover letters. Access it through your iMatchSkills account in the Resources & Services section. You must complete a Welcome Conversation before you can use this tool.

Take these steps to use My WorkSource:

1. Create your iMatchskills profile.
2. Meet with our staff for a Welcome Conversation.
3. Log in to your iMatchSkills account and click on My WorkSource to create a profile.

Resources & Services

[Oregon Labor Market Information at qualityinfo.org](#)

[Work-Related Skills Review and Free online Lessons](#)

[National Career Readiness Certificate](#)

[Career Information System \(CIS\)](#)

Contact your local WSO Center for login details

[WorkSource Oregon Orientation to Services Video](#)

[My WorkSource](#)

Build your skills for better jobs

TRAINING OPPORTUNITIES



Basic Computer Class/Lab

Many jobs, as well as training and employment services, require a basic understanding of computers.

- **You can attend this Lab if you need assistance with the following:**
 - How to create a Quality iMatchSkills Profile
 - How to create a Frances account, file a claim or submit your weekly job search
 - How to build Resumes or Cover Letter and completing Online Job Applications

- **Each class is 90 minutes and offered in both English and Spanish**
 - Walk-ins are welcome

Recommended before attending: Complete Basic iMatchSkills Registration & Welcome Conversation with one of our Career Coaches.

General Education Diploma

Employers and educational institutions view the GED® to be the same as a high school diploma and acquiring a GED® can open doors to new opportunities.

Included in the program:

- Entrance testing to determine areas of focus
- Instructor led terms at Rogue Community College (RCC), or self-guided online courses
- Practice tests, which must be passed before GED® exams
- Four subject tests that must be passed are Language, Social Studies, Science, and Mathematics
- Study and take the tests online through GED.com

Your training time depends on assessments and training options selected

- Up to 20 weeks – 4 days per week - Hours vary

TRANSFORMATIONAL
LIFE COACHING
AND WORKSHOPS


EMPOWER





Launch Pad Series


Self-Development and Soft Skill Training


A series of [Six Virtual Workshops](#) based on highly-trainable soft skills. Soft skills make up the foundation of employment success, parenting relationships, and long-term partnerships.


 **Creating Your Professional Identity;** Get clear on your own core values and vision for your best professional self.

 **Power & Accountability;** Learn how to increase reliability and commitment through powerful changes in perspective and realistic changes at work.

 **Solution-Focused Thinking;** Train your brain to be an effective problem-solver and your greatest asset to success.

 **Tools for Communication;** Increase your ability to communicate more fully and effectively paving the way to personal and professional success.

 **Building Boundaries for Success;** Transform your life by setting, practicing, and maintaining healthy boundaries.

 **The Everyday Leader;** Cultivate leadership skills regardless of your job title. Understand the relationship between thought, emotions, behaviors and how they drive outcomes in the workplace.

iMatchSkills Registration is required to enroll in these workshops

**TRANSFORMATIONAL
LIFE COACHING
AND WORKSHOPS**

EMPOWER

Life Coaching

Through individualized coaching sessions participants focus on areas they currently feel stuck and unable to make positive progress.

Areas of focus may include stress, parenting, structure, anxiety, time management, conquering self-limiting beliefs, sticking with healthy habits, and more.

Participants work with a Certified Professional Coach who operates from a solution-focused platform while bringing together brain science, human behavior, trauma-informed care, mindfulness, emotional intelligence, and research.

iMatchSkills Registration is required to enroll in Life Coaching.



English Language Learners (ELL)

This program helps people whose first language is not English gain a better understanding of the language.

Included in the program:

- Funding terms at Rogue Community College (RCC)
- Two levels of coursework
 - **Beginning/low intermediate**
 - **High intermediate/advanced**

Your training time depends on assessments and training options selected

- Up to 20 weeks – 4 days per week - Hours vary

CONTACT FOR ASSISTANCE

541-956-7169 or esl@rogucecc.edu

Demonstrate your skills to employers

ASSESSMENTS & CERTIFICATIONS



National Career Readiness Certificate

The NCRC assesses current comprehension of:

- [Workplace Documents](#)
- [Graphic Literacy](#)
- [Applied Math](#)

Benefits of taking the NCRC:

- Validates your work-readiness skills to employers
- Increases chances of entry into some WorkSource programs

NCRC Practice Tests

- Talk to your Career Coach about getting some practice materials

Each of the 3 tests takes 55 minutes. You may take tests on different days. One day advanced registration required.

LinkedIn Learning

LinkedIn Learning is an American online learning platform. It provides video courses taught by industry experts in software, creative, and business skills.

Get guidance to develop the critical skills you need to advance your career from the only learning platform informed by the world's largest talent marketplace.

- 3900+ industry experts and thought leaders
- 20+ language for subtitles
- 24600 courses
- 7 native language libraries.

Discuss registering with a career coach



Support Services

PAID EMPLOYMENT AND EDUCATIONAL SUPPORTS

Apprenticeships

Apprenticeships are an entry point into many high paying and stable skilled trades positions.

Exposure to high demand trades such as plumbing, electrical, sheet metal, construction, machining, maintenance, pipe fitting, and HVAC

- A paid work experience
- 144 hours of class time per year for four years
- Pre-apprenticeship program recommended for those without construction experience

Learn more or apply at oregonapprenticeship.org or www.oregon.gov/boli/ATD

Unemployment Insurance (UI)

Unemployment insurance provides money to people who have lost their jobs or have had their hours reduced through no fault of their own. Weekly payments of unemployment insurance benefits support people as they actively look for work.

If you have lost your job or if your employer has cut your hours, you should apply for unemployment insurance benefits. Unemployment agents will help determine if you are eligible for weekly payments.

- Up to six months of benefits may be paid
- UI can be claimed even if you are working part time
- Create your account in [Frances](#)

Get Help by Phone by calling 1-877-File-4-UI (1-877-345-3484).

Self Employment Assistance (SEA)

Self Employment Assistance allows you to receive unemployment insurance while starting your own business.

- **Business earnings do not subtract from unemployment benefits**
- **Work search requirements are waived**
- **The Small Business Development Center (SBDC) provides counseling and training**
- **Some of the requirements for the program include:**
 - Must apply for and be accepted into the program
 - Must be eligible for and receiving unemployment insurance and continue to claim weekly
 - Must develop a written business plan and a market feasibility study
 - Must work full time to develop your own business
 - Must be able to obtain financial backing to fund business until it becomes self-supporting

Contact Unemployment Insurance Special Programs at 1-800-436-6191 for more information

Learn more about the SBDC at <https://oregonsbdc.org/>

Training Scholarships

WorkSource may be able to assist you with funding for a training program in a high-demand job.

Financing for tuition and books for a vocational training program lasting up to one year.

Some of the programs available are:

- Transportation: Commercial Truck Driving & Diesel Mechanics
- Healthcare: Caregiving, Nursing and Medical Assistants
- Childcare/Early Learning Educators
- Natural Resources
- Construction
- Manufacturing
- Information Technology (IT)
- Ecommerce

Scholarship applications are submitted at least two weeks before training begins. Funding for scholarships is competitive and not guaranteed. Training must be from an approved provider

Training Unemployment Insurance (TUI)

Job search requirements are waived for unemployment insurance, so you can focus on your education.

- Eligible workers can attend school and receive UI benefits, at the same time
- Short-term training that leads to employment, usually finished within a year. This may include vocational training, finishing an Associates degree, or finishing up to 48 credits to complete a BA or MA degree
- The program does not pay for the training itself - it only removes the work search requirements
- Requirements for the program include:
 - Must apply for and be approved for the (TUI) program
 - Must be eligible for unemployment insurance and continue to claim weekly
 - Attend approved training full-time each week
 - Provide grades or a certificate of completion after each term

Learn more by calling 1-800-436-6191 or our local offices

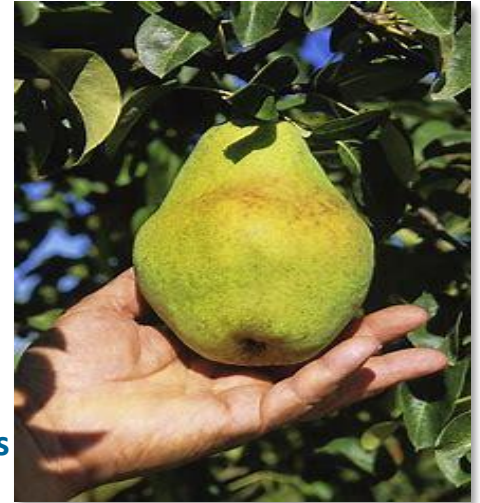


Other services that WorkSource provides

ADDITIONAL RESOURCES

Migrant Seasonal Farm Worker (MSFW)

- Provides a full range of employment services to farmworkers
- Job search assistance
- Vocational training and career opportunities
- Farmworker rights and labor law information
- Support from our MSFW representative
- Recruitment services to agricultural employers
- Assistance in filing workplace violations complaints
- Referral to supportive services or to organizations also serving farm workers
- Bilingual Services Available



Contact Robert Garcia Palomino at 541.515.8079 | robert.garciapalomino@employ.oregon.gov

Career Coaching

Career Coaches help you to develop an individual employment plan outlining the necessary training and support to achieve your goals.

- **Your Career Coach will review eligibility and potentially provide the following:**
 - Explain vocational training options, including scholarship processes and next steps
 - Review resumes and cover letters
 - Conduct mock interviews and provide feedback
 - Explore emotional intelligence and workplace challenges
 - Inform you about resources, including clothing, shelter, food and medical services
 - Provide funding for supportive services for qualified applicants
 - Offer virtual meetings upon request

Ask about scheduling an appointment at our WorkSource Rogue Valley offices

Oregon Career Information System (CIS)

The CIS website provides information on career and educational options so you can explore career directions.

Visit oregoncis.uoregon.edu to:

Access Career Assessments:

- Tools that will help you match your desires, skills, values, and tasks you enjoy to various occupations

Use the Educational Evaluator:

- Matches your needs, interests, and desires to financial aid opportunities, colleges, apprenticeships, programs, and certificates

Explore the National Career Readiness Certificate practice tests

Prepare for the NCRC by taking free practice tests using the account info below

Click on oregoncis.uoregon.edu (Use one of the logins below)

- Username = "OED_Medford" and Password = "Medford.Password1"
- Username = "OED_Grants_Pass" and Password = "GrantsPass.Password1"



OREGON CIS

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QualityInfo.org

www.qualityinfo.org is Oregon's home for Labor Market information and can help you make informed decisions.

Visit www.qualityinfo.org to explore:

- Occupation profiles including jobs, training, wages, growth, and openings
- Business & Industry profiles
- Economic indicators and unemployment rates

Available on demand from any computer with internet access



Rogue Careers

There are many industries you may not have thought about that have a shortage of workers and a willingness to train, or hire people with skills they've gained in other fields. Rogue Careers can help you find these jobs!

Explore the possibilities - Follow your passion - Become a hero!

Unsure of your career path? Try Traitify on the [Career Planning](#) page or ask your Career Coach to refer you. Traitify is a quick picture-based assessment providing feedback on personality traits, preferences and possible career paths.

Interested in adding to or improving your abilities? Check out the [Calendar of Career Exploration Workshops](#). Many are free and we can help with tuition!



SNAP TRAINING & EMPLOYMENT PROGRAM (STEP)

If you receive food assistance from the Supplemental Nutrition Assistance Program (SNAP), you may be eligible for the SNAP Training & Employment Program (STEP). If you are eligible, this program offers opportunities to work-ready individuals, providing funding for training, textbooks, transportation, work clothes, interview clothes and for other vital needs.

- To apply for SNAP, go here: <https://oregonhunger.org/apply-for-snap>
- If you already have SNAP, and want to enroll in STEP services, contact our local offices
- Learn more about vocational training options here: <https://worksourcerogue.org/job-seekers/training-opportunities/vocational-training-opportunities/>
- If you need food right now, find a food bank near you: <https://foodfinder.oregonfoodbank.org/>

(If you are receiving TANF, let your Career Coach know because you may be eligible for the JOBS Program.)



CALL FOR ASSISTANCE

Medford 541-734-7533

Grants Pass 541-471-3811

Project Youth+

Project Youth+ offers year-round employment preparation and exploration opportunities for youth in Jackson and Josephine counties age 16 to 24. Their Career Coaches assist youth in reaching education, career, and life goals.

Project Youth+ provides a variety of services including:

- Individualized Coaching
- Job Search Assistance and Networking
- GED and Diploma preparation and testing opportunities
- Paid Work Experience in a variety of industries
- Scholarships for Short-Term Occupational Training
- On-the-job training opportunities for youth ages 16-24
- Supportive Services to remove educational and work barriers
- Referral and networking with local partners
- Internship Placements

CALL FOR ASSISTANCE

Medford 541-500-8380

Grants Pass 541-476-8146

Referrals to Partner Agencies

WorkSource Rogue Valley partners with various agencies, each with their own focus and programs.

WorkSource Rogue Valley's Partner Agencies include:

Easter Seals

- Senior Community Service Employment Program
- Easter Seals Homeless Veterans Reintegration Program

Oregon Department of Human Services

- Training and support funding for Able Bodied Adults Without Dependents (ABAWD) SNAP recipients
- SNAP Training and Education Program (STEP) funding for SNAP recipients that are not ABAWD eligible

Southern Oregon Goodwill Industries

- Employment and training programs in Goodwill's Warehouse, Retail or Production departments, GED preparation classes, digital skills classes, and offers the Retail Industry Fundamentals credential

Rogue Community College

- Conducts classes including adult basic skills, career and technical programs, associates degrees, and preparation for college transfer in a variety of subjects

Vocational Rehabilitation

- Assists individuals that have barriers to employment due to a documented disability

Job Corp

- Vocational and academic training for people aged 16 to 24

List any partner agency you are interested in on the checklist

Social Media: Connect with us

Check out our Facebook and LinkedIn Accounts for:

- Important announcements
- Job listings
- Job search tips
- Training opportunities
- Job fairs and hiring events

Click on the icons to visit our sites!



[WorkSource Rogue Valley Grants Pass](#)



[WorkSource Rogue Valley Medford](#)

Complaints and Grievances

If you have a concern or complaint, you may be able to resolve it by discussing it with WorkSource Rogue Valley staff or management. Contact the appropriate WorkSource Rogue Valley location below:

WorkSource Rogue Valley – Medford

119 N. Oakdale Ave

Medford, OR 97501

(541) 734-7533 (Voice/TDD)

WorkSource Rogue Valley – Grants Pass

1569 NE “F” St.

Grants Pass, OR 97526

(541) 471-3811 (Voice/TDD)

If your concern is not satisfactorily addressed by WorkSource Rogue Valley, you may file an official grievance by contacting:

Rogue Workforce Partnership

37 North Central Ave.

Medford, OR 97501

Thank You

Thanks for viewing this presentation. Please email your completed [My Career Checklist](#) to the Career Coach who completes your Welcome Conversation. And save a copy for yourself.

[CLICK HERE](#) to view the calendar of upcoming events.

