

WORKONE NORTHERN INDIANA'S

JOB PACKET



A resourceful packet that contains tools such as leads to employment, information about helpful events, and even advice for those navigating the workforce!

*Employ Northern Indiana and WorkOne Northern Indiana provides professional job seeker services at no cost. Some of the services we offer include online and in-person workshops, resume development, job search assistance, training and job matching using **Indiana Career Connect**.*



WorkShops



Job Leads



Career Guidance

WorkOne Northern Indiana Center Locations

Elkhart County - 430 Waterfall Dr, Elkhart, IN 46514 | **574-295-0105**

Fulton County - 927 Main St, Rochester, IN 46975 | **574-223-8542**

Kosciusko County - 3113 E. Center St, Warsaw, IN 46582 | **574-269-3050**

Marshall County - W. Adams St, Plymouth, IN 46563 | **574-936-8919**

St. Joseph County - 220 W. Colfax Ave, South Bend, IN 46601 | **574-237-9675**

Northern Indiana Workforce Board's

WorkOne
Northern Indiana
americanjobcenter



Using AI to Optimize Your Resume: Pros and Cons

Rebecca Paquette
Senior Director, KLR Executive Search Group

Artificial Intelligence tools can assist with resume writing, but these tools do have their pitfalls. Here are some key tips for optimizing the use of AI to create a standout resume.

In today's competitive job market, crafting a compelling resume is crucial for standing out. The process of resume writing can be daunting and time-consuming. Fortunately, advancements in artificial intelligence (AI) have transformed the way resumes are created and optimized. AI-powered tools offer a range of benefits, but they also come with their own set of pitfalls. Let's dive in.

Advantages of AI Tools for Resume Writing

Time Efficiency: AI tools can generate resumes quickly by automatically extracting relevant information from your professional profiles or by using pre-designed templates. This saves time and effort compared to manually creating a resume from scratch.

Customization: Many AI tools allow for customization based on industry, job type, or specific keywords. They can tailor your resume to match the requirements of the job you're applying for, increasing your chances of getting noticed by recruiters.

Language Optimization: AI can analyze job descriptions and suggest language optimizations to ensure that your resume aligns with the requirements of the position. This helps in improving the relevance and effectiveness of your resume.

Formatting Assistance: AI tools can assist in formatting your resume to make it visually appealing and easy to read. They ensure consistency in font styles, spacing, and layout, enhancing the overall professional appearance of your resume.

Error Detection: AI-powered proofreading tools can identify grammatical errors, spelling mistakes, and formatting inconsistencies, helping you create a polished and error-free resume.

Pitfalls of Using AI for Resume Writing

Lack of Personalization: While AI tools can generate resumes quickly, they may lack the personal touch that comes with crafting a resume tailored specifically to your skills, experiences, and career goals. Over-reliance on AI-generated content could result in generic resumes that fail to highlight your unique strengths.

Keyword Stuffing: Many Applicant Tracking Systems use technology to sort the applicants. Some AI tools may prioritize keyword optimization to match job descriptions, leading to the overuse of buzzwords or irrelevant keywords. While keywords are important for getting past applicant tracking systems (ATS), excessive keyword stuffing can make your resume appear unnatural and reduce its readability.

Loss of Control: Relying solely on AI tools for resume writing may result in a loss of control over the content and presentation of your resume. It's essential to review and edit the generated content to ensure accuracy and relevance.

Optimizing the Use of AI Tools for Resume Writing

Combine AI with Human Touch: While AI tools can expedite the resume writing process, it's essential to complement their capabilities with human expertise. Review and customize the content generated by AI to reflect your unique qualifications and experiences. Think of AI technology as partner in brainstorming your resume, creating a 'first draft'.

Use Multiple Tools for Comparison: Experiment with different AI-powered resume writing tools to compare results and identify the one that best meets your needs. Each tool may offer unique features and insights that can enhance the quality of your resume.

Refine: When fine tuning your AI generated resume, utilize writing assistance programs such as Grammar, Quillbot or Paragraphai to adjust the resume to use words that reflect your experience correctly. For instance AI may note you had responsibility for 'Overseeing' a function, and you may prefer to use the word 'Manage' or 'Supervise'. Choose the word that best reflects your level of responsibility.

****See WorkOne Offices for Job Search assistance, Resume help, Training, Workshops, and Veteran assistance.**

JOB LISTINGS

State Job Bank-State Jobs Website: <https://workforindiana.in.gov/>

Veterans: Vet Central – JOBS at <http://vetjobcentral.com>

USA Jobs for Federal and Military Jobs: <https://www.usajobs.gov/>

INDIANA CAREER CONNECT – JOB POSTING – Come to WorkOne for full job descriptions



For more information on any job listed below,
gotoworkone.com/contactus

Hiring Now!

Job Order Report 09/27/2024
Elkhart · Fulton · Kosciusko · Marshall · St. Joseph

Order #	Job Title	Employer	City	Create Date	Positions	Referrals	Min Wage/Hr
10805853	Unit Manager (RN/LPN) - UNITM071169	Eagle Care LLC	Elkhart	09/26/2024	1	0	0.00
10805863	Mold Shop - Mold Shop Tech - 1958-	Elkhart Plastics, LLC.	South Bend	09/26/2024	1	0	0.00
10805873	PRN Physical Therapist - PRNPH071136	Eagle Care LLC	Mishawaka	09/26/2024	1	0	0.00
10805882	Mold Shop - Mold Shop Tech - 1958-	Myers Industries	South Bend	09/26/2024	1	0	0.00
10805892	Seasonal Tax Assistant, South Bend, IN	1st Source Bank	South Bend	09/26/2024	1	0	0.00
10805898	Senior Paralegal, Legal Department,	1st Source Bank	South Bend	09/26/2024	1	0	0.00
10805903	Cash Funding Specialist, Funds	1st Source Bank	South Bend	09/26/2024	1	0	0.00
10805919	Teller (Client Services Representative),	1st Source Bank	South Bend	09/26/2024	1	0	0.00
10805921	Student Services Coordinator	University of Notre Dame	Notre Dame	09/26/2024	1	0	\$18.00
10805922	Planning Technician	Elkhart County Human Resources	Elkhart	09/26/2024	1	0	\$19.73
10805923	Sr. Staff Administrative Assistant	University of Notre Dame	Notre Dame	09/26/2024	1	0	\$22.00
10805927	Director, Strength and Conditioning	University of Notre Dame	Notre Dame	09/26/2024	1	0	\$0.00
10805928	Maintenance Supervisor	University of Notre Dame	Notre Dame	09/26/2024	1	0	0.00
10805931	Trial Attorney	Office of the United States Trustee -	Indianapolis	09/26/2024	1	0	\$50.17

Indeed.com

Production Associate - 1st Shift

Indiana Wheel Company

Plymouth, IN 46563 \$17.50 - \$19.00 an hour

2nd Shift Production Automotive

Intertech Products, Inc.

North Manchester, IN 46962 \$17.10 an hour

Production Worker - 3rd Shift

Plymouth Tube Co

Winamac, IN 46996

Injection Mold Operator

Top Industries, Inc

Rochester, IN 46975 From \$18 an hour

Finishing Utility - 3rd shift

Rochester Metal Products Corp.

Rochester, IN 46975

Warehouse

REQ SOLUTIONS PRIVATE LIMITED

Akron, IN \$20 an hour

Core Cold Box Operator - 3rd shift

Rochester Metal Products Corp.

Rochester, IN 46975

Non Ferrous Picker

Rochester Iron & Metal

Rochester, IN 46975 \$14.50 - \$15.50 an hour

Production Supervisor - Day 12 Hour

The Hershey Company

Plymouth, IN

Utility Locate Technician

GridHawk LLC

Knox, IN \$17 - \$20 an hour

Quality Technician-Plymouth Plant

The Hershey Company

Plymouth, IN

Enrollment Specialist-Warsaw

Ivy Tech Community College

Warsaw, IN

General Associate - Entry Level Racker or Blaster (3rd Shift)
Danco Medical
Warsaw, IN 46580 \$13 an hour

Production Technician Associate
Opta Group LLC
Walkerton, IN 46574 \$20 - \$21 an hour

Access Specialist - Fulton County
4C Health
Remote in Rochester, IN 46975 \$75,000 - \$90,000 a year

Administrative Assistant I - Streets
City of South Bend
South Bend, IN 46601 \$20 - \$22 an hour

Business Assistant
Dr George Mighion dds
Mishawaka, IN

Executive Coordinator, Legal Department, South Bend, IN
1st Source Bank
South Bend, IN 46601

Bilingual Office Administrator at Countryside Village - South Bend
South Bend, IN \$18 - \$19 an hour

Production Technician Associate
Opta Group LLC
Walkerton, IN 46574 \$20 - \$21 an hour

HR Administrator
Rieth-Riley Construction3.6
Goshen, IN 46526 \$20 - \$21 an hour

Administrative Assistant
Advanced Equity Financial
Elkhart, IN 46514 \$15 - \$22 an hour

Data Entry/Accounting
American Petroleum Inc.
Middlebury, IN 46540 \$16 - \$19 an hour

Payroll Specialist, Accounting and HR Assistant
Brand Activate, LLC
Elkhart, IN \$20 - \$25 an hour

Gym Manager/Patient Retention Specialist
Office Staffing
Elkhart, IN \$25 - \$35 an hour

PT Tech - Elkhart Office
OrthoAlliance MSO, LLC
Elkhart, IN 46516

Front Desk Administrator
Elkhart Brass Manufacturing Co., Inc.
Elkhart, IN 46514

Assistant Scheduler
Evans Metal Products Co., Inc.
Elkhart, IN 46514 From \$17 an hour

Dental Front Office Coordinator
Crystal Valley Family Dentistry
Middlebury, IN 46540 From \$20 an hour

Administrative Assistant - Elkhart
Oaklawn
Elkhart, IN 46517

Customer Service Representative
NIBCO INC.
Elkhart, IN 46516

Clerical
Forest River, Inc.
Goshen, IN 46526

Sales & Production Team Coordinator
Delivery Concepts, Inc.
Elkhart, IN 46517 \$50,000 - \$65,000 a year

Production Heavy Operator - 1st Shift
ITU AbsorbTech
South Bend, IN 46628 \$16.79 an hour

Machine Operator (Loading) 6am-2:30pm M-F
PEI-Genesis
South Bend, IN 46628

Quality Associate
PEI-Genesis
South Bend, IN 46628

Packaging Operator-2nd Shift-(Monday-Thursday-2p-12a)
80/20 LLC
Columbia City, IN 46725

Deputy Shift Supervisor Production
Verbio North America
South Bend, IN 46613

C.O.E. - Final Finish (Fiberglass Craftsman) - Plant 6
Highwater Marine, LLC/Pontoon Boat, LLC
Elkhart, IN 46516

WEEKLY JOB FAIR



JOB FAIR CHECK LIST

Every Wednesday!

Meet us on the
3rd Floor!

- ✓ Multiple Resume Copies
- ✓ Dressed Professionally
- ✓ "Elevator Pitch"
- ✓ A Positive Mindset!

This is a great opportunity to receive additional job information from company representatives!

**South Bend
WorkOne Center
220 W Colfax Ave,
South Bend, IN 46601**

WWW.GoToWorkOne.com

Northern Indiana Workforce Board's
WorkOne
Northern Indiana

 **Employ
Northern
Indiana**
Connections that work!

This WIOA Title I-financially assisted program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users call 711





At Securitas, we're more than just security; we're your partners in helping to create a safer, more secure world.

f SecuritasNorthAmerica

@ securitasusainc

in Securitas Security Services USA, Inc.

Apply now!



Questions? Call 219-736-5021

Hiring this fall!

Securitas North America will be hiring Security Officers in New Carlisle, IN!

These 1st, 2nd, and 3rd shift opportunities require no prior security experience. Wage is \$18-19.50/hour. Must be:

- 18 or older with a high school diploma or GED
- Able to read, write, and speak English fluently
- Able to pass a drug test and background check

We will provide you with the training and everything you need for a great introduction to a career in the security industry.



YOUR NEW CAREER AWAITS AT THE FOUR WINDS JOB FAIR



SEPTEMBER 24
1PM – 4PM EASTERN

NILES DISTRICT LIBRARY
620 E. MAIN STREET
NILES, MI 49120

A variety of positions are available including Front Desk Agents, Housekeeping, Room Attendants, Porters, Support Services, Limo Drivers, Beverage Servers, Dishwashers, Culinary Staff, Food Servers, Barbacks, and much more.

You may apply prior to the event at <https://www.fourwindscasino.com/employment>
or apply on the day of the event.

APPLY NOW!



11111 Wilson Rd. • New Buffalo, MI 49117
866-4WINDS1 (494-6371) • [fourwindscasino.com](https://www.fourwindscasino.com)

FOUR WINDS
CASINOS

5503-92.9.24



SUMITOMO ELECTRIC
LIGHTWAVE



IVY TECH
COMMUNITY COLLEGE

AWS FIBER OPTIC FUSION SPLICING TRAINING

We are excited to announce a free 2-Day Fiber Optic Fusion Splicing Certificate Course on **October 23—24, 2024**. This course will be hosted by **Ivy Tech Community College-South Bend** in collaboration with Amazon Web Services (AWS) and Sumitomo Electric Lightwave. Sumitomo Electric Lightwave is a recognized leader in optical fiber technologies and solutions for data center, enterprise, and communication networks.

There will also be an opportunity to meet employers in the fiber business who are interested in recruiting motivated individuals for fusion splicing jobs.

Event Details

OVERVIEW: The course will be held at **Ivy Tech Community College** in **South Bend, IN [220 Dean Johnson Blvd. South Bend, Indiana 46601]**. The course will run from 8am to 5pm each day.

CULMINATING RECEPTION: There will be a certificate ceremony and employer networking event at the end of day 2 (10/24) from 530PM-630PM.

FOOD: Breakfast and lunch will be provided each day. There will be light snacks/ refreshments served at the culminating reception.

COST: There is no cost for this training course.

LIMITED AVAILABILITY: There are a total of 30 seats available for this course, and they are expected to fill up quickly.

NO PRE-REQUISITES, BUT SHORT PREP COURSE: Anyone 18 or older, with an interest in learning more about fusion splicing, fiber optics and cabling, is welcome to register. No prior experience or coursework is required to enroll. That said, we ask that you complete a short online course (2-3 hours of content).

If you are interested in attending, please complete a
registration form at:

<https://fiber-aws.pearson.com/fusion-splicing-registration>

Any questions? Please reach out to **Lisa Wenzel**: (lwenzel@ivytech.edu)



 **HIREKOSCIUSKO**

HIRING FAIR

presented by OrthoWorx & other Community Partners

Pre-Registration Encouraged

WEDNESDAY, OCTOBER 16TH
10 AM - 1 PM
ZIMMER BIOMET CENTER
LAKE PAVILION



hirekosciusko.com

Opportunity to connect with these regional employers:

BOWEN
CENTER

 **IVY TECH**
COMMUNITY COLLEGE

 **LEADERS**
staffing

 **legrand** | AV



 **Micropulse**
Incorporated

 **PARKVIEW**
HEALTH

 **Pro Resources**
Staffing Services




WARSAW MEADOWS
CARE CENTER

 **WILDMAN**

WorkOne Workshop Descriptions-What you will learn

Core Job Search Workshops: *Foundation of an effective job search*

Career Interest: Learn the road to discovery a new career through researching and assessments.
ICC-Resume: Learn how to navigate, create, edit, and download resumes in Indiana Career Connect.
I've Got Skills: How to identify and communicate your marketable and transferable skills.
Resume Development: How to develop an effective focused resume and the dos and don'ts on a resume.
Revamp Your Resume: How to revamp your resume and look at it from an employer's point of view.
Cover Letters: How to write an effective cover letter.
Interview Ready How to prepare, impress, and land a job when in an interview.
Resume/Interviewing: A shorten Resume Development & shorten Interviewing workshop.
This is a great combined workshops to have before going to a Job Fair.

Other Job Search Workshops: *Targets many barriers job seekers face.*

Budgeting for Today: Create a budget for today. Tips and tricks to save on cost of items.
Brand Your Resume: How to add a brand for specific occupations to your resume.
Job Applications: How employers use applications and what that means to you.
Conquering the Age Barrier: How to present an ageless image to employers.
ICC & Zoom Basics: Navigating and updating Indiana Career Connect. Quick overview on how to zoom.
Internet Job Search: How to utilize the internet and its resources to enhance your job search.
Job Search Strategies: Three Tips on a successful job search from start to finish.
Job Searching Online: Learn about job searching websites, how to apply and upload a resume.
Work Readiness: What employers seek in valued employees.
Self-Employment: Is It For You: Remote/Self-Employment; a look at what it takes to own your own business or be contracted. Learn what a 1099 is and how to explore occupations.
Using Your Smart Phone To Job Search: Learn how to look for jobs on device and apply.

NETWORKING ZOOM GROUPS:

Job Link: Networking group offered on Monday & Wednesday by Teams. Customers receive a job packet.
HOPE: Higher Professionals Networking group offered on Mondays by Teams. Customer receives a job packet.

Technology Workshops – *It is recommended that Computer Basics is taken before any other Microsoft Workshop*

Computer Basics: Learn how to use a computer on the most basic levels.
Internet Basics: Learn how to use the internet browser and search engines.
Email Basics: Set up a free email, how to use email and navigation
Google Docs Overview: Learn how to navigate in google docs
Keyboarding: Go onto an internet practice website to practice learning the keyboard
Learn to Zoom: Teach customers how to download app, navigate Zoom and attend Zoom meeting.
Navigating Smart Phone/Tablets: Bring in your phones/tablets and learn to navigate your devices.
Creating Social Media Profiles: Set up professional profiles on Facebook, Instagram, LinkedIn, and Twitter.
Online Learning Websites: Review online learning websites on Indiana Career Connect for learning Microsoft, QuickBooks, languages, and so much more.

South Bend & Elkhart September 2024

FREE WORKSHOPS!
Must register for ALL workshops on Indiana Career Connect or contact WorkOne Offices
Indianacareerconnect.com

Elkhart 574-295-0105 South Bend 574-237-9675 Plymouth 574-936-8919 Rochester 574-223-8542 Warsaw 574-269-3050

MONDAY	TUESDAY	Virtual WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
<p style="text-align: center;">Labor Day Holiday Closed</p> 	<p style="text-align: center;">South Bend Office Resume Development 9:30 AM – 11:00 AM</p> <p style="text-align: center;">South Bend Office Job Searching Online 1:30 AM - 2:30 PM</p>	<p style="text-align: center;">Teams-Resume Development 9:00 AM – 9:40 AM</p> <p style="text-align: center;">Teams-Job Link 10:00 AM – 10:40 AM</p> <p style="text-align: center;">Teams-Job Applications 1:00 PM – 1:40 PM</p>	<p style="text-align: center;">Elkhart Office Resume Development 1:00 PM – 2:30 PM</p> <p style="text-align: center;">South Bend Office I've Got Skills 1:00 PM – 2:00 PM</p> <p style="text-align: center;">Elkhart Office Job Searching Online 2:45 PM - 3:45 PM</p>	<p style="text-align: center;">Elkhart Office ICC-Create A Resume 10:30 AM – 12:00 PM</p> <p style="text-align: center;">Elkhart Office Interview Ready 2:00 PM – 3:30 PM</p>
9	10	11	12	13
<p style="text-align: center;">Teams HOPE for Professionals 10:30 AM – 11:15 AM</p>	<p style="text-align: center;">South Bend Office ICC-Create A Resume 9:30 AM – 11:45 AM</p> <p style="text-align: center;">South Bend Office Interview Ready 1:30 PM – 3:00 PM</p>	<p style="text-align: center;">Teams- Interview Ready 9:00 AM – 9:40 AM</p> <p style="text-align: center;">Teams-Job Link 10:00 AM – 10:40 AM</p> <p style="text-align: center;">Teams-Job Search 1:00 PM – 1:40 PM</p>	<p style="text-align: center;">Elkhart Office ICC-Create A Resume 1:00 PM – 3:00 PM</p> <p style="text-align: center;">South Bend Office Interview Ready 1:00 PM – 2:30 PM</p> <p style="text-align: center;">Elkhart Office Self-Employment/Remote 3:00 PM - 3:45 PM</p>	<p style="text-align: center;">Elkhart Office Resume Development 10:30 AM – 12:00 PM</p> <p style="text-align: center;">Elkhart Office Job Searching Online 2:00 PM - 3:30 PM</p>
16	17	18	19	20
<p style="text-align: center;">Teams HOPE for Professionals 10:30 AM – 11:15 AM</p>	<p style="text-align: center;">South Bend Office Conquering Age Barriers 9:30 AM – 11:00 AM</p> <p style="text-align: center;">South Bend Office Resume Development 1:30 PM - 3:00 PM</p>	<p style="text-align: center;">Teams-ICC Resume Overview 9:00 AM – 9:40 AM</p> <p style="text-align: center;">Teams-Job Link 10:00 AM – 10:40 AM</p> <p style="text-align: center;">Teams-Conquering Age Barriers 1:00 PM – 1:40 PM</p>	<p style="text-align: center;">Elkhart Office Conquering Age Barriers 1:00 PM - 2:30 PM</p> <p style="text-align: center;">South Bend Office Job Searching Online 1:00 PM - 2:00 PM</p> <p style="text-align: center;">Elkhart Office Interview Ready 2:30 PM - 3:45 PM</p>	<p style="text-align: center;">Elkhart Office ICC-Create A Resume 10:30 AM – 12:30 PM</p> <p style="text-align: center;">Elkhart Office Resume Development 2:00 PM – 3:30 PM</p>
23	24	25	26	27
<p style="text-align: center;">Teams HOPE for Professionals 10:30 AM – 11:15 AM</p>	<p style="text-align: center;">South Bend Office Interview Ready 9:30 AM – 11:00 AM</p> <p style="text-align: center;">South Bend Office ICC-Create A Resume 1:30 PM – 4:00 PM</p>	<p style="text-align: center;">Teams-Revamp Your Resume 9:00 AM – 9:40 AM</p> <p style="text-align: center;">Teams-Job Link 10:00 AM – 10:40 AM</p> <p style="text-align: center;">Teams-I've Got Skills 1:00 PM – 1:40 PM</p> <p style="text-align: center;">Teams-Self-Employment/Remote 2:30 PM – 3:00 PM</p>	<p style="text-align: center;">Elkhart Office Job Searching Online 1:00 PM - 2:00 PM</p> <p style="text-align: center;">South Bend Office Job Searching Online 1:00 PM - 2:30 PM</p> <p style="text-align: center;">Elkhart Office ICC-Create A Resume 2:00 PM – 4:00 PM</p>	<p style="text-align: center;">Elkhart Office Conquering Age Barriers 10:30 AM – 12:00 PM</p> <p style="text-align: center;">Elkhart Office Interview Ready 2:00 PM – 3:30 PM</p>
30				
<p style="text-align: center;">Teams HOPE for Professionals 10:30 AM – 11:15 AM</p>				

This WIOA Title I-financially assisted program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



Plymouth, Rochester, & Warsaw September 2024

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9	10	11	12	13
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office Computer Basics 1:30 PM - 3:00 PM</p>		<p>Teams- Interview Ready 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Job Search 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Job Searching Online 8:30 AM – 9:30 AM</p> <p>Plymouth Office ICC-Create A Resume 9:30 AM – 11:30 AM</p>	<p>Warsaw Office ICC-Create A Resume 10:45 AM - 12:15 PM</p> <p>Warsaw Office Resume Development 1:30 PM – 3:00 PM</p>
16	17	18	19	20
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office Resume Development 1:30 PM - 3:00 PM</p>		<p>Teams-ICC Resume Overview 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Conquering Age Barriers 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Interview Ready 8:30 AM – 10:00 AM</p> <p>Plymouth Office Resume Development 10:00 AM – 11:00 AM</p>	<p>Warsaw Office Self-Employment/Remote 10:45 AM - 11:45 AM</p> <p>Warsaw Office Conquering Age Barriers 1:00 PM – 2:30 PM</p>
23	24	25	26	27
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office ICC-Create A Resume 1:00 PM – 3:00 PM</p>		<p>Teams-Revamp Your Resume 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-I've Got Skills 1:00 PM – 1:40 PM</p> <p>Teams-Self-Employment/Remote 2:30 PM – 3:00 PM</p>	<p>Plymouth Office ICC-Create A Resume 8:30 AM - 10:30 AM</p> <p>Plymouth Office Conquering Age Barriers 10:30 AM – 11:30 AM</p>	<p>Warsaw Office Resume Development 10:45 AM – 12:00 PM</p> <p>Warsaw Office ICC-Create A Resume 1:00 PM - 3:00 PM</p>
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7	8	9	10	11
Teams HOPE for Professionals 10:30 AM – 11:15 AM	South Bend Office ICC-Create A Resume 9:30 AM – 11:45 AM South Bend Office Job Searching Online 1:30 PM – 3:00 PM	Teams- Interview Ready 9:00 AM – 9:40 AM Teams-Job Link 10:00 AM – 10:40 AM Teams-Job Search 1:00 PM – 1:40 PM	Elkhart Office ICC-Create A Resume 1:00 PM - 3:00 PM South Bend Office I've Got Skills 1:00 PM – 2:30 PM Elkhart Office Self-Employment/Remote 3:00 PM - 3:45 PM	Elkhart Office Resume Development 10:30 AM – 12:00 PM Elkhart Office Job Searching Online 1:00 PM – 2:30 PM
14	15	16	17	18
Columbus Day Holiday Closed 	South Bend Office Conquering Age Barriers 9:30 AM – 11:00 AM South Bend Office Resume Development 1:30 PM - 3:00 PM	Teams-ICC Resume Overview 9:00 AM – 9:40 AM Teams-Job Link 10:00 AM – 10:40 AM Teams-Conquering Age Barriers 1:00 PM – 1:40 PM	Elkhart Office Conquering Age Barriers 1:00 PM - 2:30 PM South Bend Office Job Searching Online 1:00 PM - 2:00 PM Elkhart Office Interview Ready 2:30 PM - 3:45 PM	Elkhart Office ICC-Create A Resume 10:30 AM – 12:30 PM Elkhart Office Resume Development 1:00 PM – 2:30 PM
21	22	23	24	25
Teams HOPE for Professionals 10:30 AM – 11:15 AM	South Bend Office Interview Ready 9:30 AM – 11:00 AM South Bend Office ICC-Create A Resume 1:30 PM – 4:00 PM	Teams-Revamp Your Resume 9:00 AM – 9:40 AM Teams-Job Link 10:00 AM – 10:40 AM Teams-I've Got Skills 1:00 PM – 1:40 PM	Elkhart Office Job Searching Online 1:00 PM - 2:00 PM South Bend Office Resume Development 1:00 PM - 2:30 PM Elkhart Office ICC-Create A Resume 2:00 PM – 4:00 PM	Elkhart Office Conquering Age Barriers 10:30 AM – 12:00 PM Elkhart Office Interview Ready 1:00 PM – 2:30 PM
28	29	30	31	
Teams HOPE for Professionals 10:30 AM – 11:15 AM	South Bend Office Job Searching Online 9:30 AM – 11:00 AM South Bend Office Keyboarding 1:30 PM – 2:30 PM	Teams-Self-Employment 9:00 AM – 9:40 AM Teams-Job Link 10:00 AM – 10:40 AM Teams-Online Learning Websites 1:00 PM – 1:40 PM	Elkhart Office Resume Development 1:00 PM - 2:30 PM South Bend Office Interview Ready 1:00 PM - 2:30 PM Elkhart Office Keyboarding 3:00 PM – 3:45 PM	


This WIOA Title I-financially assisted program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



Plymouth, Rochester, & Warsaw October 2024

FREE WORKSHOPS!
Must be register for ALL workshops
on Indiana Career Connect or contact
WorkOne Offices

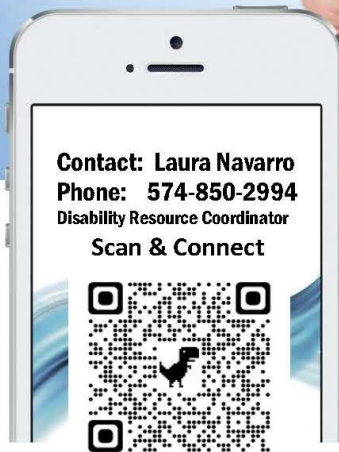
Elkhart 574-295-0105 South Bend 574-237-9675 Plymouth 574-936-8919 Rochester 574-223-8542 Warsaw 574-269-3050

MONDAY	TUESDAY	Virtual WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
		<p>Teams-Resume Development 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Job Applications 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Computer Basics 8:30 AM – 10:30 AM</p> <p>Plymouth Office Resume Development 10:30 AM – 11:30 AM</p>	<p>Warsaw Office Computer Basics 10:45 AM – 12:15 AM</p> <p>Warsaw Office Self-Employment/Remote 12:30 PM – 1:00 PM</p>
7	8	9	10	11
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office Resume Development 1:30 PM - 3:00 PM</p>		<p>Teams- Interview Ready 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Job Search 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Job Searching Online 8:30 AM – 9:30 AM</p> <p>Plymouth Office ICC-Create A Resume 9:30 AM – 11:30 AM</p>	<p>Warsaw Office ICC-Create A Resume 10:45 AM - 12:15 PM</p> <p>Warsaw Office Resume Development 1:30 PM – 3:00 PM</p>
14	15	16	17	18
<p>Columbus Day Holiday Closed</p> 		<p>Teams-ICC Resume Overview 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Conquering Age Barriers 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Interview Ready 8:30 AM – 10:00 AM</p> <p>Plymouth Office Resume Development 10:00 AM – 11:00 AM</p>	<p>Warsaw Office Interview Ready 10:45 AM - 11:45 AM</p> <p>Warsaw Office Conquering Age Barriers 1:00 PM – 2:30 PM</p>
21	22	23	24	25
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office ICC-Create A Resume 1:00 PM – 3:00 PM</p>		<p>Teams-Revamp Your Resume 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-I've Got Skills 1:00 PM – 1:40 PM</p>	<p>Plymouth Office ICC-Create A Resume 8:30 AM - 10:30 AM</p> <p>Plymouth Office Conquering Age Barriers 10:30 AM – 11:30 AM</p>	<p>Warsaw Office Interview Ready 10:45 AM – 12:00 PM</p> <p>Warsaw Office ICC-Create A Resume 1:00 PM - 3:00 PM</p>
28	29	30	31	
<p>Teams HOPE for Professionals 10:30 AM – 11:15 AM</p> <p>Rochester Office Interview Ready 1:30 PM - 3:00 PM</p>		<p>Teams-Self-Employment 9:00 AM – 9:40 AM</p> <p>Teams-Job Link 10:00 AM – 10:40 AM</p> <p>Teams-Online Learning Websites 1:00 PM – 1:40 PM</p>	<p>Plymouth Office Interview Ready 8:30 AM – 10:00 AM</p> <p>Plymouth Office Keyboarding 10:00 AM – 10:45 AM</p>	

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TICKET
to **Work**



Contact: Laura Navarro
Phone: 574-850-2994
Disability Resource Coordinator

Scan & Connect



Ticket to Work Program

Free for SSI and SSDI Beneficiaries.

Serving Elkhart, Fulton, Kosciusko, Marshall and St. Joseph Counties

If you receive SSI or SSDI

If you are between the ages of 18 - 64

If you are looking for work □

SERVICES WE PROVIDE

- Career Exploration and Counseling
- Career Advancement Guidance
- Individualized Job Search Assistance
- Resume and Cover Letter Preparation
- Accommodation Information
- Disability Disclosure Guidance
- Wage Reporting Assistance
- Benefits Planning and Work Incentives

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PAID EMPLOYMENT TRAINING AVAILABLE

SCSEP



GAIN
Job
Skills

EARN
higher
wages

WORK
for your
community

SCSEP Program Requirements

- Participants must be at least 55
- Unemployed
- Family income of no more than 125% of the federal poverty level

Enrollment priority is given to veterans and qualified spouses of veterans, then to individuals who are over 65, have a disability, have low literacy skills or limited English proficiency, reside in a rural area, are homeless or at risk of homelessness, have low employment prospects, or have failed to find employment after using services through the American Job Center system or are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

Contact Us

SCSEP PROGRAM
DIRECTOR:
Latisha Marsh
Phone: 574-239-2650

SCSEP PROGRAM
ASSISTANT:
Jean Anderson
Phone: 574-237-9675
ext. 1129

The Center for Workforce Inclusion's Senior Community Service Employment Program (SCSEP) is funded by a grant from the U.S. Department of Labor Employment and Training Administration. SCSEP is an equal opportunity program. Auxiliary aides and services are available upon request to individuals with disabilities.

NATIONAL FARMWORKER JOBS PROGRAM

HAVE YOU DONE FARMWORK?

The National Farmworker Jobs Program is funded 100% by the U.S. Department of Labor, PY2021 funding \$1,229,140.

EXAMPLES OF FARMWORK:

- Dairy farming
- Seed sorting
- Tree farming
- Aquaculture
- Baling hay
- Detasseling corn
- Planting crops
- Combining
- Picking fruit
- Walking beans
- Poultry farming
- Rock picking
- Raising livestock

YOU COULD QUALIFY FOR:


- Career Counseling
- Tuition Assistance
- Job and classroom training
- Assistance with tools/uniforms/supplies
- License and credential completion assistance
- Supportive services and emergency assistance
- \$6 payment per classroom hour
- Readiness Assistance
- Job Placement

TO LEARN MORE, CONTACT:

Jesusa Rivera, Case Manager
JesusaR@proteusinc.net
(574) 413-8020

SCAN WITH
PHONE





TAA Work-Based Learning

APPRENTICESHIPS

Looking for an opportunity to fast track your career goals, get free training, and earn competitive wages at the same time?

Work-based learning can put you on that career pathway today!

BENEFITS OF WORK-BASED LEARNING

PAID JOB

Apprenticeships get paid to learn throughout the apprenticeship with a guaranteed wage increase as you develop new skills.

WORK-BASED LEARNING

Gain structured on-the-job learning to prepare for a successful career.

CLASSROOM LEARNING

Gain college credit for your experience while allowing you to avoid student debt.

MENTORSHIP

Gain workplace-relevant skills in the field of your choice through on-the-job learning and under the supervision of an experienced mentor.

CREDENTIALS

Earn a portable, nationally-recognized credential within your industry.



APPRENTICESHIP OPTIONS

- CERTIFIED LOGISTICAL TECHNICIAN
- CHILD CARE DEVELOPER
- CLINICAL MEDICAL ASSISTANT
- CERTIFIED NURSES ASSISTANT (CNA)
- CNC
- ELECTRICAL ENGINEERING TECHNICIAN
- ELECTROMECHANICAL TECHNICIAN
- INDUSTRIAL MANUFACTURING TECHNICIAN
- INDUSTRIAL MAINTENANCE MECHANIC
- INDUSTRIAL SEWING MACHINE OPERATOR
- IT GENERALIST
- MASTER SERVICE TECHNICIAN
- OCCUPATIONAL SAFETY AND HEALTH SPECIALIST
- RECREATIONAL REPAIR TECHNICIAN
- ROBOTICS TECHNICIAN
- SOFTWARE DEVELOPER
- TELLER
- TOOL AND DIE MAKER
- WELDER COMBINATION BASED
- WORKFORCE DEVELOPMENT SPECIALIST

93
PERCENT

of apprentices who complete an apprenticeship program retain employment, with an average annual salary of \$70,000!



GET STARTED NOW!

VALERIE PINARSKI

Phone: (317) 954-2242

Email: vpinarski@dwd.in.gov

BJ GERACI

Phone: (317) 914-7323

Email: bgeraci@dwd.in.gov

