

# Job search resources at your fingertips: It's never too late to apply

by Stella Shepard and Patricia Roy

You may be thinking that employers have done most of their summer hiring by now. But the reality is there may still be open positions in need of staff. So get in there and let them know you are interested!

There are many programs and resources available to help job seekers successfully connect with employers. Below is a list of resources from across the Island that provide help to job seekers.

**Kingswood Centre Ltd.** in Montague offers employment services such as needs assessment, case management, employment group service and support, and job coaching.

The target audience is clients with an intellectual disability who are in search of employment and wish to work about 20 hours a week.

Contact **Lori MacMillan** at 838-2516 or e-mail [lori@kingswoodcentre.com](mailto:lori@kingswoodcentre.com) or [nancy@kingswoodcentre.com](mailto:nancy@kingswoodcentre.com)

This project is funded by the Canada/Prince Edward Island Labour Market Development Agreement ([www.lmda.pe.ca](http://www.lmda.pe.ca))

**PEI Council of People with Disabilities** offers assistance with career decision making, skills enhancement, and job search including résumé and cover letter preparation, job maintenance, and pre-employment training. They also do direct marketing and job coaching.

Contact **Wendy Guindon**, Employment Manager at 892-9149 ext. 225.

They also offer a one day a week **Summer Transition Program** for graduating high school students. They will cover:

- job search techniques
- career assessment and planning
- employability skills
- life skills

#### Class sessions:

- Summerside: July 7 to August 25 call 436-9259
- Charlottetown: July 8 to August 26 call 892-9149 ex. 227

**Kings County:** **Judy MacLeod**, Employment Specialist, 838-5878

**Queens County:** **Patricia Allen**, Employment Specialist, 892-9149 ext. 226

**Prince County:** **Nancymarie Arsenault**, Employment Specialist, 436-9258

Visit [www.peicod.pe.ca](http://www.peicod.pe.ca)

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## Harbourview Training Center Inc.

in Souris provides a broad range of support services to clients with an intellectual disability. They offer skill enhancement programs, assist and support clients to gain meaningful employment in the community, and provide learning activities for individual skill development.

Contact **Judy Hennessey**, Executive Director, at 687-3032

Visit [www.harbourviewtrainingcenter.ca](http://www.harbourviewtrainingcenter.ca)

## Active Communities Inc.

If you are unemployed, live in Eastern PEI and are thinking of starting a business, consider contacting Active Communities Inc. in Montague. This non-profit community and business development organization has information on business programs and services that may assist you with starting your own business.

For more information, call 838-4030 or toll free 1-800-953-4030.

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**Rural Community Learning** manages three employment resource centres in West Prince. These facilitated resource centres offer unemployed individuals assistance with preparing a résumé, cover letter, and filling out work application forms. There is access to computers, photocopier and fax machine for employment purposes.

The Tignish centre is open year-round Monday to Friday from 8:30 am to 4 pm Contact **Ruby Arsenault** at 882-2498.

The Alberton and St. Edwards locations are open Wednesdays 8 am to 4 pm during July and August.

In Alberton, contact **Valerie Gallant** at 853-2646

In St. Edwards, contact **Priscilla Handrahan** at 882-2352

The Rural Community Learning Employment Resource Centres are funded by the Canada/Prince Edward Island Labour Market Development Agreement ([www.lmda.pe.ca](http://www.lmda.pe.ca))

**Passport to Employment** is a joint provincial and federal government strategy designed for Island workers ages 55-64 who wish to re-enter the workforce. Sessions are held across the province.

Training involves five weeks of classroom time. Participants enhance their résumé, cover letter and interview skills. Computer training is a large component of the program.

It is hoped that by the end of their training the majority of the class will have had an interview and have secured employment.

For further information, contact **Yvonne** at 620-3857 or **Melissa** at 620-3436.

This project is funded by the Canada/Prince Edward Island Targeted Initiatives for Older Workers.

## PEI Career Development Services Inc.

provides

- Resource Centre with Internet access for job search, résumé work, and labour market research.
- Job Board
- Confidential one-on-one assistance with résumé and job search, research on training options, assistance with applications for funding.
- Confidential assistance with issues surrounding career, training and job search.

**To be eligible for free services, individuals must meet at least one of the following criteria:**

- Unemployed
- Working less than 20 hours a week
- Expecting a lay-off notice
- Leaving job for medical reasons

**Montague:** 838-5485

**Souris:** 687-1526

**Charlottetown:** 626-2014

**Bloomfield:** 859-2776

**Summerside:** 436-0706

**Wellington:** 854-5456

Visit [www.careerservicespe.com](http://www.careerservicespe.com)

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**Service Canada** has a wide variety of services to help individuals find employment or develop their skills. Some of Service Canada's employment services include labour market information and job postings. Service Canada may provide financial support for eligible people interested in obtaining skills training.

 For more information, visit your local Service Canada Centre or check out the website at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

## Service Canada Centres for Youth

**(SCCYs)** are for young people who require help in their job search, to complete a résumé, or to get labour market information. The Service Canada Centres for Youth are open from May to August. The SCCYs are staffed by Youth Services Officers who are themselves students. A Service Canada Centre for Youth is a great place to start for any young person looking for work.

 To find the nearest SCCY, visit [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

 Call toll free **1-800-880-7823**

E-mail: [ns-pe-sccy-cscj-gd@servicecanada.gc.ca](mailto:ns-pe-sccy-cscj-gd@servicecanada.gc.ca)

Inquiries will be sent directly to the nearest Service Canada Center for Youth.

## Locations:

**Charlottetown:** Jean Canfield Building, 191 University Ave

**Summerside:** Government of Canada Building, 294 Church Street


**O'Leary:** 371 Main Street

**Montague:** 491 Main Street

**Souris:** MacPhees's IGA Mall

## Services provided to students include:

- Free access to computers
- Job postings from employers in your area
- Assistance with résumé, cover letters and interview skills
- Information on wage rates, Government of Canada programs and services, health & safety in the workplace and employment standards.

 Service Canada Student Job Bank at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) lists jobs available in your area. Be sure to check back often.

[www.youth.gc.ca](http://www.youth.gc.ca) has great information for students and youth. The website features information about programs and services and covers topics such as jobs, education, salaries and careers. For more general information on career choices, visit [www.pei.jobfutures.org](http://www.pei.jobfutures.org)

**CAP Sites** offer job seeking services such as access to computer programs designed to assist with résumé writing, access to desk top publishing to create job portfolios, and access to job banks and other related job search Internet sites. Fax machines are available to send résumés and job applications to potential employers.

	Afton Computer Resource Club	<b>675-2842</b>
	Alberton CAP Site	<b>853-2720</b>
	Atlantic Technology Centre	<b>569-7600</b>
	Borden-Carleton CAP Site	<b>437-2225</b>
	Breadalbane CAP Site	<b>964-2520</b>
	Cavendish CAP Site (Winter Location)	<b>963-2698</b>
	Centra Link (Bedeque)	<b>887-3400</b>
	Centre d'accès communautaire de Rustico	<b>963-3252</b>
	CIFTA Technologies (Wellington)	<b>854-3398</b>
	Confederation Centre Public Library	<b>368-4642</b>
	Conseil scolaire-communautaire Evangeline	<b>854-2166</b>
	Cornwall CAP Site	<b>628-8633</b>
	Crapaud CAP Site	<b>658-2788</b>
	Digital Innovations (Tignish)	<b>882-2392</b>
	East Prince Youth Development Centre	<b>436-2815</b>
	East Point CAP Site	<b>687-7130</b>
	Eastech Business Centre Cardigan	<b>838-2509</b>
	Eastern Kings Community Access	<b>357-7225</b>
	Fort Augustus Tech Centre	<b>569-3802</b>
	Future Tech West (O'Leary)	<b>859-1962</b>
	Georgetown CAP Site	<b>652-2924</b>
	Grand Tracadie CAP Site	<b>672-7450</b>
	Hunter River CAP Site	<b>964-2800</b>
	KenNet CAP Site (Kensington)	<b>836-4003</b>
	Kinkora Spud Net	<b>887-3032</b>
	La Belle Alliance (Summerside)	<b>888-1681</b>
	Montague CAP Site	<b>838-2928</b>
	Morell Region Community Learning Centre	<b>961-2642</b>
	Mount Stewart Discovery Centre	<b>676-2881</b>
	Murray Harbour CAP Site	<b>962-3875</b>
	North Rustico CAP Site	<b>963-2323</b>
	Reciprocity CAP Site (Bridgetown)	<b>583-2885</b>
	Rotary Regional Library CAP Site (Summerside)	<b>436-7323</b>
	Souris Community CAP	<b>687-7083</b>
	St. Peter's Bay CAP Site	<b>961-3415</b>
	St. Teresa's CAP Site	<b>583-8597</b>
	Tyne Valley CAP Site	<b>831-3136</b>

## East Prince Youth Development


**Centre** is geared to youth 15 to 30 years of age. The centre provides support and assistance with:

- Résumé and cover letter writing
- Guidelines for doing an effective job search
- Job board (updated daily)
- Program referrals
- Free workshops
- Internet access/basic computer training
- Resource library
- Job referrals

**Location:** 223 Water Street, Summerside

**Hours:** year round from 8:30 a.m. to 4:30 p.m.


**Website:** [www.epydc.org](http://www.epydc.org)

 To find out about workshops during the summer months, contact **Lila MacIsaac-Buchanan** at **436-2815**.

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## Community Inclusions Ltd.

provides employment, residential and training services to adults with intellectual challenges in western PEI. Some clients work for local businesses supported through the organization's Employment Unit, while others attend Vocational Services at the Maple House Centre and Bakery in O'Leary and at the Tignish Workshop. The organization also runs a residence in Tignish. The administration office is in Bloomfield.



 For more information, contact **Kevin Porter** at **853-3944** or visit [www.communityinclusions.com](http://www.communityinclusions.com)

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## Mi'kmaq Confederacy of PEI Employment Services

operates three employment centres across the province:

- In Prince County, contact **Curtis Reilly** at **831-3245**
- In Queens County, contact **Betty Gordon** at **626-3834**
- In Kings County, contact **Fay MacLean** at **676-2353**

  For more information, call MCPEI at **436-5101** or visit [www.mcpei.ca](http://www.mcpei.ca)

The service is funded by The Government of Canada Aboriginal Human Resources Development Strategy.