

Job search resources at your fingertips: help with making that connection

There are many questions when it comes to job search. How do you find out what your employment options are? How do you approach an employer about their hiring needs? How do you prepare for the application process, the interview, and the first days on the job?

Pages two and three list programs and resources from across the Island that can help with your job search.

Boys and Girls Club of Charlottetown provides services for homeless and at-risk youth ages 16 to 24. The **Survival Centre for Youth** is a drop-in service which offers a job board updated daily with all categories of work. Assistance is also available for writing resumés and cover letters and preparing for interviews. They aim to link prospective employers with job-seeking youth, and focus on employability skills and other training.

The **Survival Centre** is open Monday to Friday from 5:30 pm to 9 pm.
Call **894-5884** during opening hours.
For more information, call **Krista O'Brien** at **892-1817**.

John Howard Society assists Island offenders in the difficult transition from institutional to community living. They offer **Employment Assistance Services**. The individual and staff work together to develop an employability plan that meets the client's needs.

For more information, call **Bob Doyle**, Outreach Worker, at **566-5425** or visit the office at 163 Queen Street, Charlottetown. Visit **www.jhs-pei.ca**

Funded in whole or in part through the Canada/ Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement and Community and Correctional Services of PEI.

Mi'kmaq Confederacy of PEI Employment Services operates three employment centres across the province:

- Prince County: call **Curtis Reilly** at **831-3245**
- Queens County: call **Betty Gordon** at **626-3834**
- Kings County: call **Faye MacLean** at **676-2353**

For more information, call MCPEI at **436-5101** or visit **www.mcpei.ca**

Funded by The Government of Canada Aboriginal Human Resources Development Strategy.

PEI Association for Newcomers to Canada (PEI ANC) serves people who are first generation immigrants to Canada. They offer employment assistance services, including labour market information, resumé and cover letter preparation, job search and interview techniques, assistance regarding education and training options, and assistance with credential recognition processes.

For more information, contact **Lisa Hill** at **lisa@peianc.com**
Call **368-3070**.
Visit **www.peianc.com**

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PEI Career Development Services Inc. provides

- Resource Centre with Internet access for job search and labour market research.
- Job Board in each location and also on-line at **www.careerservicespe.com**.
- Confidential assistance with career planning, training, job-search and applications for funding.

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

Locations:

Montague: **838-5453**
Souris: **687-1526**
Charlottetown: **626-2014**
Bloomfield: **859-2776**
Summerside: **436-0706**
Wellington: **854-4156**

Visit **www.careerservicespe.com**

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

Contact **Cathy Rose**, 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 6 to August 24 - call **436-9259**
- **Charlottetown:** July 7 to August 25 - call **892-9149 ext. 227**
- **Kings County:** Judy MacLeod, **838-5878**
- **Queens County:** Patricia Allen, **892-9149 ext. 226**
- **Prince County:** Nancymarie Arsenault, **436-9258**

Visit **www.peicod.pe.ca**

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SkillsPEI offers programs and services for job seekers, employers and organizations. They can help clients eligible for Employment Insurance and unemployed people who are not EI eligible to prepare for and find employment.

SkillsPEI offices:
Ch'town: Atlantic Technology Centre, **368-6290**
Summerside: Access PEI, **438-4151**
O'Leary: Future Tech West, **859-8898**
Montague: 541 Main Street, **838-0674**

Visit **www.skillspei.com**

Funded by the Canada-PEI Labour Market Development Agreement and/or the Labour Market Agreement.

Rural Community Learning manages three **employment resource centres** in West Prince. These centres offer unemployed individuals assistance with preparing a resumé, 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**

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Community Connections Inc. is a non-profit organization which provides a range of employment, residential, and support services to adults with intellectual disabilities in East Prince.

They work to assist individuals to develop to their full potential, support them to access and use community resources, and empower them to contribute and participate in a meaningful way within their community.

For more information, visit **www.communityconnectionsinc.com** or contact **Frank Costa** at **436-7576** or e-mail **info@communityconnectionsinc.com**.

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