

Job search resources at your fingertips

(continued)

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 in O'Leary or the Tignish Workshop.

They operate two residences, one in Tignish and one in Alberton. They also coordinate various community-based residential placements in the region. The administration office is in Bloomfield.

For more information, contact **Kevin Porter** at 853-3944. Visit www.communityinclusions.com



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Employment Opportunities, a division of **Inclusions East Inc.** in Montague offers employment services such as needs assessment, case management, employment readiness and job coaching to individuals with an intellectual disability in Kings County.

Contact **Lori MacMillan** at 838-2516 or e-mail lori@kingswoodcentre.com



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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 and 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



Harbourview is a non-government agency operated by a board of directors who receive a funding grant for the Department of Community Services, Seniors and Labour.

East Prince Youth Development Centre

is geared to youth 15 to 30 years of age.

The centre provides support and assistance with:

- Resumé 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 am to 4:30 pm
Website: www.epydc.org



To find out about workshops during the summer months, contact **Melissa MacDonald** at 436-2815.

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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 Centres for Youth (SCCYs) are for young people who require help in their job search, to complete a resumé, 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.

Services provided to students include:

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

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

Service Canada Student Job Bank

at www.jobbank.gc.ca lists jobs available in your area. Be sure to check back often.

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

Call toll free 1-800-880-7823

E-mail: maritime-sccy-cscj-gd@servicecanada.gc.ca
Visit www.servicecanada.gc.ca



PEI Agriculture Sector Council

Employment Officers assist job seekers to find full-time, part-time or seasonal employment in agriculture and provide access to job listings. They also help employers recruit skilled workers, provide access to a database, and match workers and farmers. They assist in developing job advertisements and post them on the website. They also provide information on where to obtain training in agriculture for both employees and employers.

Offices are open from April to December. To speak to an agriculture employment officer, call:

Western office: 436-1826

Central office: 892-2591

Eastern office: 838-1900

e-mail: agrijobseast@eastlink.ca
website: www.peiagc.ca



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Association for Community Living has positions available working with children living with an intellectual disability. Also, volunteers are wanted for various programs such as the **Buddy Program**.

Call 566-4844 or e-mail info@peiacl.ca
Visit www.peiacl.ca



PEI Volunteers for Literacy provides tutors to help adults with basic reading and writing. This tutoring service is free, one-on-one, and confidential. If you would like to help someone in your community, or if you know someone who wants help, call the **LEARN Line** at 1-800-348-7323. Please leave a message if you are calling after hours, and we will call you back.

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 resumé, 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 **Michael** at 620-3436.



Funded by the Canada/Prince Edward Island Targeted Initiatives for Older Workers.

CAP Sites across PEI deliver a variety of services that can help PEI job seekers.

Social Networking: access to networks and corresponding with contacts is among the most efficient ways to find employment.

Education: access to educational and training resources such as on-line module courses and GED preparation programs. Access to IT workshops is also offered on site.

Government services/programs: access to on-line services and programs such as financial aid, provincial bursaries, and government employment initiatives.

Employment-related information: access to the Job Bank and websites of companies that may be hiring. You can also find information about interview preparation, job applications and industry sectors.

Visit the CAP site nearest you or go to www.peicaps.org for a full list of locations and services.



www.PEIJobLink.ca is a free service created by PEI Business Development, in partnership with the Population Secretariat of PEI, Canadian Immigration Council and the Sector Council Association of PEI.

Assisting both job seekers and recruiters, they provide employment opportunities and recruitment assistance to individuals in the Aerospace, Bio-science, Information Technology, Trades and Manufacturing industries on PEI.