

Job Smarts

Lutherwood

Description of Service	<p>Job Search Assistance: Clients can access one or more of our workshops and/or work one on one with an Employment Advisor to assist in developing their job search skills. Workshop topics include: Resume Writing, Cover letter Writing, Exploring Career Options, Job Search Techniques, Interview Skills, Coping with Job Loss, and Networking Café.</p> <p>Job Development Assistance: Clients work one on one with an Employment Consultant to assist in enhancing their independent job search efforts. Employment Consultants assist clients in accessing the hidden job market and obtaining job leads.</p> <p>Ontario Targeted Wage Subsidy: Client eligibility is determined by the local needs assessment centres (Northern Lights Canada or Community Employment Services). Employment Consultants assist to market this program to potential employers on behalf of eligible clients.</p>
Who is service designed for? Who is eligible?	<p>Service is designed for individuals who are looking for assistance in finding and maintaining employment.</p> <p>Under-employed (working less than 20 hrs/wk) Not participating in school full-time Cambridge Resident Legally entitled to work in Canada</p> <p>Eligibility is determined by local needs assessment centre (Northern Lights Canada or Community Employment Services).</p>
How can this service be accessed?	<p>A referral from a local needs assessment centre is required to access this program.</p>
Name of contact within agency for more information	<p>Susan Grimes, Manager of Employment Services Kyla Frankowski, Job Smarts Program Lead</p>

Hours for service	Monday to Friday 8:30 - 5:00
Address for service	Lutherwood 35 Dickson Street, Cambridge
Phone contact for service	519-623-9380
Email address for service	sgrimes@lutherwood.ca
Can you offer any further information or recommendations for referring agency?	Please feel free to call, email, drop-in for program and service information
What is the best way to refer/connect someone interested in this service?	Encourage your clients to come in during business hours or call for more information