

Career Seeker Resources During the COVID-19 Pandemic

This toolkit is designed to assist Gadsden, Leon, and Wakulla County career seekers and social services organizations in accessing critical workforce development resources, programs, and services that are needed during this time.

The toolkit provides a snapshot of resources and is meant to provide a foundation for stakeholders to identify initial information. Information may also be found on our website at <https://www.careersourcecapitalregion.com>.

Employ Florida

The CareerSource Capital Region (CSCR) team is working with area employers to continue to post new positions in Employ Florida every day. Career seekers looking to find employment can search for open positions, match their individual skills to the skills sought by employers, set up virtual recruiters, apply for positions, and explore labor market information.

www.employflorida.com

Tutorial videos for using this resource can be found at this link:
<https://www.employflorida.com/vosnet/OnlineLearning/LearningCenter.aspx>

Executive Center Services

The Executive Center provides one-on-one career counseling for career seekers who meet the following criteria:

- Actively seeking employment, self-directed, able to navigate internet and computer software; and
- Possess five years or more of professional-level experience; or
- Has education and training in a highly specialized field; or
- Recent college graduate in need of assistance identifying career opportunities.

If you meet the above criteria and would like information about working with a Career Consultant, please email exec.center@careersourcecapitalregion.com for more information.

If you are currently working with the Executive Center and need to schedule an appointment, please email trish.yahn@careersourcecapitalregion.com.

Online Assessments

CSCR offers a variety of online career assessments including My Next Move, My Skills My Future, and O*Net. These assessments measure career interests and aptitude, identify transferrable skills, and provide career guidance essential for career seekers transition to employment or reemployment. These assessments are accessible at the following links:

- [My Next Move](#) – Web-based, online career assessment tool that also provides information on more than 900 occupations as well as local job openings and training opportunities.
- [My Skills My Future](#) – Helps laid-off workers and other career changers find new occupations to explore. Career seekers can identify occupations that require skills and knowledge similar to their current or previous job, learn more about suggested matches, locate local training programs, and apply for jobs.
- [O*Net](#) – Contains detailed job descriptions about every position and local labor market information and trends.

Please contact your local career center for additional assessments or assistance in accessing any of the assessments listed here:

Gadsden County: (850) 875-4040

Leon County: (850) 922-0023

Wakulla County: (850) 926-0980

GCF Learn Free

GCF Learn Free provides free online content for people to learn essential skills they need to live and work in the 21st century. This resource offers more than 7,000 lessons on over 200 topics.

[GCF Learn Free](#)

Manufacturing Sector Strategies Grant

This grant is available to career seekers in Leon, Gadsden and Wakulla counties that are interested in working in the manufacturing industry. The grant offers up to \$7,500 per person in training dollars. Training must be in an in-demand manufacturing field.

[Click the link to learn more](#)

Need Other Partner Services?

United Partners for Human Services has compiled a list of what service changes each member partner has instituted in response to COVID-19. A list of these service changes can be found at the UPHS website at: <https://uphsfl.org/covid-19/>

Looking for Other CareerSource Regions

If you do not reside in Gadsden, Leon, or Wakulla counties and you are looking for solutions from the CareerSource network, please go to the CareerSource Florida website to find your local organization: <https://careersourceflorida.com/your-local-team/>

Need Personal Assistance?

While CareerSource Capital Region centers will be closed to the public from March 23 through April 22, we are still available by phone or e-mail during the following hours to provide assistance:

Monday - Thursday: 8:30am to 6:00pm

Friday: 8:30am to 1:00pm

Please call your local career center to schedule a phone appointment with one of our specialists:

Gadsden County: (850) 875-4040

Leon County: (850) 922-0023

Wakulla County: (850) 926-0980

Supplemental Nutrition Assistance Program, Employment & Training (SNAP E&T)

SNAP works to assist able-bodied adults without dependents who are receiving food assistance to gain skills, training, work experience, and/or employment to attain self-sufficiency.

To apply for SNAP benefits, visit the Department of Children and Families website at: <https://www.myflorida.com/accessflorida/>

Virtual Workshops

CSCR will continue to offer weekly workshops via an online format to assist career seekers who are seeking employment. To access a current calendar of available local workshops as well as access instructions, please visit [Our Calendar](#).

Popular workshops include:

- Interviewing Basics
- Communicating Effectively
- Marketing Transferrable Skills
- Only 3 Questions for Networking
- Using Employ Florida for Your Job Search

For additional virtual workshops [CLICK HERE](#)

Welfare Transition Program

Florida's Welfare Transition Program is designed to provide temporary cash assistance recipients with training, education, support services like child care assistance, and skills needed to gain unsubsidized employment. Work eligible recipients are referred to the program and are provided an assessment of their skills, work history, and employability along with individual career coaching.

To apply for cash assistance, visit the Department of Children and Families website at: <http://www.myflorida.com/accessflorida/>

WIOA Individualized Career Services

WIOA Individualized Career Services provides one-on-one career coaching services tailored to the individual career seeker's unique employment needs. Services available to eligible career seekers age 18+ and include:

- Assessment of skill levels and interest profiles
- Creation of individual employment plan
- Resume assistance
- Labor market information
- Interview coaching
- Job search assistance

These services are subject to eligibility. To apply for these free services, complete the application at: <https://www.careersourcecapitalregion.com/wioa-%20adult-dislocated-worker-program-pre-application>

WIOA Youth (Dynamic Futures)

Dynamic Futures provides youth age 16-24 with essential skills training for today's workplace. Eligible participants participate in a paid work-based training opportunities with area employers so they can earn while they learn and begin their careers.

Dynamic Futures also provides career and post-secondary exploration, financial literacy, resume creation, interview training, and more. This program is only available to eligible participants. To apply for the Dynamic Futures program, complete the application at: <https://www.careersourcecapitalregion.com/youth-program-pre-application>