

# Services for Job Seekers



A proud partner of the  American Job Center® network

## Self Help Services Available

### What Can I Do At a Center?

- Review job listings on-line.
- Complete on-line job applications.
- Prepare my resume.
- Review information about making career choices.
- Learn about training opportunities and financial aid.
- Attend workshops.
- Participate in weekly Networking groups.
- Find out information about community services.
- Practice for and take Work Readiness assessments.
- Take GED pre-test
- Access information on financial aid.
- Get referrals to partner agencies such as SC Voc. Rehabilitation, Adult Ed, DSS, etc.
- Summary of Self Help Services – Get the information you need to start your job search. Free computer access for job search activities.

### **Additional Specialized Services: Workforce Innovation and Opportunity Act**

The primary advantage of WIOA is you are assigned a staff person who acts as a tour guide, coach and investor.

### Making a Plan

WIOA can help you figure out what you have to offer a new employer by pointing out the skills that you already have. Information about different types of jobs is available. Your plan will list steps to get you to the job you want.

### Professional Help Applying for Jobs

Take advantage of resume review services or try out a practice interview.

### Get Help Contacting Employers

WIOA will call employers on your behalf as long as you are *actively participating* in your job search.

### Arranging Employer-Based Training

WIOA can set up an internship or On-the-Job Training opportunity.

### Computer Upgrading

WIOA can pay for beginning computer classes such as Microsoft Word and Excel.

**GED Training** – Prepare for the GED exam or take classes to earn your high school diploma. The WIOA program can pay fees associated with earning your high school credential.

### Scholarships for Selected Training Programs

WIOA invests in training programs that lead to jobs. Students must attend and keep passing grades to maintain the scholarship.

WIOA will not pay for money that you owe for training before you are awarded a scholarship.

Scholarship funds are available after any applicable financial aid is applied.

Transportation assistance may be available for those commuting more than 25 miles.

There is an application for training. You will be notified in writing if you are approved.

## **How Do I Join?**

- ❑ Attend a WIOA Info Session
- ❑ Complete a resume or resume worksheet. Help is available.
- ❑ Attend an eligibility determination appointment. You will be asked to bring a photo ID, your SS Card or other approved documentation

## **What Should I Expect?**

- ❑ Eligibility appointment (one hour.)
- ❑ Meet with career coach to set goals.
- ❑ Work towards basic skills certificate.
- ❑ Weekly networking groups/workshops.
- ❑ Activities and services that are appropriate for your plan.

## **What Will I Get Out of WIOA?**

The more effort you put into upgrading your skills and looking for work, the more likely you are to be successful.

## **SC Works Centers - Upper Savannah Region**

### **Abbeville SC Works**

903 West Greenwood St. Abbeville  
(Inside Abbeville County Administration)  
Tuesday and Thursday  
9:00 a.m. to 5:00 p.m.  
864.366.6690 Ext. 2291

### **Edgefield SC Works**

21 Star Rd. Edgefield  
(Located in the back of the Health Dept.)  
Monday-Thursday  
8:30 a.m. to 4:30 p.m.  
803.637.4029

### **Greenwood SC Works**

927 E Cambridge Ave, Greenwood,  
(Entrance on N. Hospital St.)  
Monday –Friday 8:30 a.m. to 5:00 p.m.  
864.229.8872

### **Laurens SC Works**

1029 W. Main St. Laurens  
(Inside Adult Ed.)  
Open Monday - Thursday  
8:30 a.m. to 12:00 p.m.  
1:00 p.m. to 5:00 p. m.  
864.681.1605

### **McCormick SC Works**

109 W Augusta St. McCormick  
Monday 8:30 a.m. to 5 p.m.  
864.852.3649

### **Newberry SC Works**

1840 Wilson Rd. Newberry  
Monday-Friday 8:30 a.m. to 5 pm  
803.276.2110

### **Saluda SC Works**

407 W Butler Ave. Saluda  
Monday-Tuesday 9:00 a.m. to 4 p.m.  
Wednesday 8:30 a.m. to 5:00 p.m.  
864.445.2047

## **Recommended Websites**

[www.scworks.org](http://www.scworks.org)  
[www.upperscworks.org](http://www.upperscworks.org)  
[www.mybenefits.dew.sc.gov](http://www.mybenefits.dew.sc.gov)  
[www.indeed.com](http://www.indeed.com)  
[www.onetonline.org](http://www.onetonline.org)  
[www.scois.net](http://www.scois.net)

## **Unemployment Insurance**

For questions regarding benefits  
or assistance with claims call:  
**1-866-831-1724**

## **Like us on Facebook, Upper Savannah SC Works System**

[www.facebook.com/upperseworks](http://www.facebook.com/upperseworks)

An equal opportunity program. Auxiliary aids and services available upon request for individuals with disabilities. Telephone relay service 711.