

YOUR CAREER COACH

Your personal career coach will help you get the confidence and skills you need to jumpstart your career and life.

Your Career Coach will:

Guide you and work with you

Assist you in overcoming problems that stop you from working

Develop a Individualized Employment Plan to tackle your short and long term career goals

Teach you the skills to move up the career ladder

Assist you in obtaining career training in the manufacturing or health-care fields

Assist you in finding, getting, and keeping your new job



LEARN MORE

Erie County

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Hours of Service:

Monday - Thursday 8:30am - 4:30pm
Friday 8:30am - 2:00pm

The workforce product was funded by a grant awarded by the US Dept. of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Dept. of Labor. The Dept. of Labor makes no guarantees, warranties, or assurance of any kind, express or implied, with respect to such information including, but not limited to accuracy of information or completeness, timeliness, usefulness, adequacy, availability, or ownership. This solution is copyrighted by institution that created it. Internal use by an organization or personal use or for noncommercial purpose is permissible. All other uses require prior authorization of the copyright owner.



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Career Jump Start

A **free program** that will help you overcome the workforce issues that are holding you back and turn your career dreams into reality. Our trained career coach will guide you through what it takes to prepare for your chosen employment, get a job and even get promoted in the future!



Do you have problems in your life that stop you from working?

- Transportation?
- Child care?
- Housing?
- Health issues?
- No HS Diploma or GED?
- No prior work experience?
- No appropriate attire?
- Parole or probation?
- History of drug/alcohol abuse?
- Learning challenges?
- English as a second language?

Your Career Coach can help you overcome these barriers and assist you in achieving your career and life goals!



JUMP START YOUR FUTURE

WORK CERTIFIED™

A nationally recognized work readiness program that prepares you with the tools to find and retain employment.

Nine key business-focus areas prepare you to achieve success:

- ~ Business Technology
- ~ Pre-Employment Skills
- ~ Business Communications
- ~ Customer Service
- ~ Employment Expectations
- ~ Mastering Career Success
- ~ Business Knowledge
- ~ Reading Comprehension
- ~ Business Math

Graduates passing the final exam will receive their card indicating they are **WORK CERTIFIED™**

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employment Act

CHOOSE A CAREER PATH

Program serviced through GECAC and training delivered by Penn State

Work at your own pace with instructor interaction, a discussion board, and availability of virtual office hours.

Injection Molding Introductory Certificate

- Up to 10-weeks with two days of hands-on training.
- Learn the basics of injection molding and plastics terminology.
- Potential jobs include operators, process technicians, molding technicians, team leaders, inspectors, and sales and marketing staff members.

Medical Office Associate Certificate

- 8-weeks online course
- Learn the basics of coding and billing and medical terminology.
- Potential jobs include physician's office assistant, medical secretary, or physical therapy office clerk.



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