

# ATLANTIC & CAPE MAY ONE STOP CAREER CENTERS



ATLANTIC CAPE MAY



ONE-STOP CAREER CENTER

STATE OF NEW JERSEY

# DIRECTORY OF SERVICES

[www.learntrainwork.com](http://www.learntrainwork.com)

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Welcome to the Atlantic and Cape May County One Stop Career Centers Directory of Services. This booklet will provide you with information on educational classes, GED Testing, job search activities, job training opportunities, public assistance and a variety of other services to help you improve your job related skills so you may work in today's fast paced labor market.

If you're unemployed, recently laid off, underemployed (still working) or a young adult ages 14 to 21, you may be eligible for these services and programs, which are provided free of charge. All services are provided based on program availability and your eligibility.

If you prefer to utilize the Internet for information, please visit our website at [www.learntrainwork.com](http://www.learntrainwork.com).

Sincerely,

*Rhonda Lowery*

Rhonda Lowery  
One Stop Operator

## Need help finding a job?

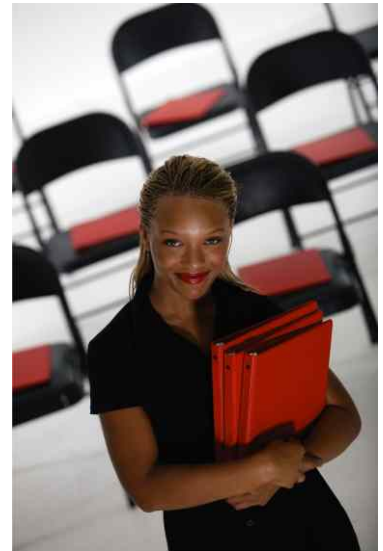
The One Stop Career Centers can help you find full-time or part-time employment. All services focus on your existing job related experience and abilities to help you obtain a job. Use the public access self-services listed below at no cost and at your convenience at any of the locations.

- Computers with printers are available to write cover letters and resumes.
- Fax machines and telephones are available to correspond with employers.
- Employment related resources are available about local job market trends and a list of demand occupations.
- Workshops and classes may be available.

The Internet is available to you to conduct a search for employment across the state and nation. From home, visit [www.wnjpin.net](http://www.wnjpin.net) and begin your online job search today.

If you need additional help, a Job Matching and Referral Service is available at no cost. Staff is available to refer you to job openings listed in the One Stop Career Center national database and your job skills, education and experience are matched with those needed by an employer.

In some cases, and when eligible, you may be referred to other services such as: job training, public assistance (health, housing, legal etc...), vocational counseling, and/or educational services.



## Free Training Grants Available

Free job training grants up to \$4,000 for tuition and up to \$1,000 for other expenses are available based on eligibility. Income is not always a factor. In Atlantic County call (609) 485-0052 and in Cape May County call (609) 729-2312 for additional information and to sign up for mandatory orientation.

Some Popular Job Training Choices include:

Automobile Mechanic  
Casino Card Dealer  
Medical Assisting

Massage Therapist  
Phlebotomist  
Tractor Trailer Driver

Cardiovascular Technician  
Certified Nurse's Aide

Microsoft Office Specialist  
Surgical Technician

## Will you do well at a job? What types of jobs are in demand?

An assessment tool called the Test for Adult Basic Education (TABE) and the System for Assessment and Group Evaluation (SAGE) are given to help you choose a career in which you will succeed. Also, a list of demand occupations in NJ may be viewed online at [www.wnjpin.net](http://www.wnjpin.net).

## NJ State College Tuition Waiver Program

The Tuition Waiver Program can be used by eligible participants to attend classes at NJ public colleges tuition free if unfilled seats are available in a particular class. Participants pay for books, materials and fees if they are accepted into the program.

## Get a FREE 2.1 Initial Gaming License

If eligible, individuals who obtain a Promise of Employment from a casino may be eligible for a free initial 2.1 Gaming License.

Job Training Grants are available based on your eligibility and the availability of funds under the Workforce Investment Act (WIA).

## Education

There are many cost free adult education programs that will help you improve your reading, math, and communication skills. There is no registration requirement and the program is open to the public.

Workforce Learning Links: This program helps individuals enter the workplace, prepare to take enrollment tests, or advance to further training by providing self-paced tutorials in the following.

- Adult Secondary Education (ASE)
- General Education Development Test Preparation (GED)
- English as a Second Language (ESL)
- Workplace Literacy classes

Learning Labs are available for beginner and middle level learners that need small group instruction. Adult Secondary Education Classes are available at two of the One Stop Career Centers. ESL classes are only offered in the Atlantic City Office. For a complete list of free community educational services, visit [www.learntrainwork.com](http://www.learntrainwork.com) and click on Education.



## GED Testing

The General Education Development (GED) is recognized as a high school credential by many employers across many industries in the State of New Jersey. Individuals 16 or 17 must have a state issued document indicating parental/guardian permission.

### What must I do to take the GED Test?

In Atlantic County, individuals must register online at [www.ged123.com](http://www.ged123.com). After registering online and printing out a confirmation ticket, call the test center at (609) 485-0052 extension 140 to sign up for a test date. On the test date please bring the confirmation ticket to the center.

In Cape May County, registrations are conducted the day before scheduled test dates and by appointment on specific days of the week at the Cape May County Technical School.

Regardless of which test center you choose, please bring:

1. Two forms of identification. One must be a state issued photo ID that states your full legal name and current address and the other a social security card. (Examples of photo identification include: driver's license, employment ID or passport).
2. A money order payable to: Treasurer, Atlantic County in the amount of \$50.00 at the time of registration.

### What is on the GED Test?

The GED Test takes place over two days and includes five sections representing core high school subject areas that include: Language Arts: Writing and Reading; Mathematics; Social Studies and Science. The test contains multiple choice questions and an essay portion.

#### Atlantic County One Stop Career Center

2 South Main Street  
Pleasantville, NJ 08232  
(609) 485-0052 ext. 140

#### Cape May County Technical School

188 Crest Haven Road  
Cape May Court House, NJ 08210  
(609) 465-2161 ext. 648

## Atlantic County Public Assistance

Services are available based on eligibility.

**TANF (Temporary Assistance to Needy Family)** - Supplies cash benefits and medical assistance to very low income households with minor children.

**Food Stamps** – Provides food assistance to low income households. Eligible households can be single individuals or groups of individuals of any age with or without minor children.

**GA (General Assistance)** – Provides cash benefits and medical services to very low income singles and couples without custodial minor children.

**Medicaid** - Provides medical coverage to low income families, seniors and disabled individuals. Coverage is not available for single adults between the ages of 21 – 65.

**Child Support** – Provides parent locator services. Additionally, services are available to provide skills to absent fathers so they can work to support themselves and their children.

To apply, visit the appropriate office below:

**Atlantic City**, 1333 Atlantic Ave., Atlantic City NJ 08401 - serving those who live on the "on-shore" communities, Brigantine, Atlantic City, Ventnor, Margate and Longport

**Pleasantville**, 2 South Main Street, 2nd Floor, Pleasantville NJ 08232 - serving those who live in the "off-shore" communities, Absecon, Pleasantville, Northfield, Linwood and Somers Point

**Hammonton**, 310 Bellevue Ave., Hammonton, NJ 08037 - serving those who live west of the "off-shore" communities.

## Cape May County Public Assistance

Services are available based on eligibility.

**TANF (Temporary Assistance to Needy Family)** - Supplies cash benefits and medical assistance to very low income households with minor children.

**Food Stamps** – Provides food assistance to low income households. Eligible households can be single individuals or groups of individuals of any age with or without minor children.

**GA (General Assistance)** – Provides cash benefits and medical services to very low income singles and couples without custodial minor children.

**Medicaid** - Provides medical coverage to low income families, seniors and disabled individuals. Coverage is not available for single adults between the ages of 21 – 65.



### Cape May County Board of Social Services

4005 Route 9 South  
Rio Grande, NJ 08242  
(609) 886-6200

## Business Services

The Atlantic Cape May Business Resource Center (BRC) provides employers with business solutions. Located in The Atlantic County One-Stop Career Center, Pleasantville Office, the BRC addresses workforce development requirements associated with recruitment and training for employers in both counties.

### Services Include:

- Listing your job on local and national databases
- Place Job Orders to recruit employees
- Scheduling applicants for interviews
- Pre-screening applicants to meet your qualifications
- Up-to-date Labor Market Information (Labor Force Estimates)
- Professional assistance for customized job fairs at your site or ours
- On-the-Job Training grants for qualified applicants
- Information on Customized Training Grants
- Work Opportunities Tax Credit information and assistance
- Seminars on Wage and Hour and OSHA compliance

### Atlantic Cape May Business Resource Center

2 South Main Street  
Pleasantville, NJ 08232  
(609) 645-6713



## Workers with Disabilities, Veterans and Seniors

### Senior Services

Low-income New Jersey seniors aged 55 and older can be assisted by Workforce 55+ to achieve economic self-sufficiency through employment. Workforce 55+ is New Jersey's Senior Community Service Employment Program project, which trains and places older individuals in community service positions and unsubsidized employment. Job-ready seniors are provided employment opportunities; other seniors are referred to classroom or work-based training at nonprofit organizations and public agencies in their communities, prior to transitioning into the workforce. Participants receive a minimal stipend while they train to obtain gainful, non-subsidized employment.

### Veterans

Services are available exclusively to veterans, other eligible persons, transitioning service members and their spouses. Work with a dedicated Veteran Representative who is trained to meet your specific needs and is familiar with the full range of job development services, including career planning, job searches and training programs. This service is available at no cost.

### Workers with Disabilities

The New Jersey Division of Vocational Rehabilitation Services (DVRS) helps individuals with disabilities that are having trouble finding or holding a job because of their disability. If you have a disability that is preventing you from working, or which is endangering your present employment, DVRS services may be available. Submit a confidential referral for services or call your local office.

\*All services described on this page are available in the Pleasantville, Hammonton and Wildwood Offices

## Youth

The YouthWORKS Career Center helps young adults ages 14 to 21 find jobs, connect to educational programs, get their GEDs and explore career opportunities. Services and programs are provided to increase the job skills and employability of youth and are available at no cost through a grant from the New Jersey State Department of Labor and Workforce Development. Employment Specialists are available to meet with young adults on an individual basis or in groups to discuss career goals and direct them to find part-time or full-time job openings based on their interests, abilities and availability.

### For young adults:

- Career exploration
- Job search assistance
- Assistance with college applications
- Support services and referrals to GED Test preparation classes, free training programs and public assistance
- Individualized and Group Workshops
- Job Clubs
- Mini Workshops by request

**Office located at:  
45 East Washington Avenue, Pleasantville  
(609) 407-5042**



## Family Service Association/Pleasantville Family Center

The Pleasantville Family Center is a community based site which serves as a central point of contact for families. Family Resource Counselors assess the needs of the family and suggest appropriate services at the center and elsewhere in the community. Many of the services at the center are free. For those that are not, health insurance and Medicaid payments as well as Visa and Mastercard are accepted.

Services include:

- Individual Counseling
- Consumer Credit Counseling
- Anger Management
- Family Counseling
- Economic Assistance
- CEAS, HEAP and Family Care
- Substance Abuse Counseling
- Comprehensive Case Management

In partnership with community based organization, the center also provides services such as Mediation, Women, Infants and Children (WIC), Probation and Juvenile Intensive Supervision.



The privacy of all persons who seek help is respected and services are provided confidentially. For an appointment or more information, call (609) 272-8800. The center is located on the 2nd Floor of the Atlantic County One Stop Career Center in Pleasantville.

## Locations in Atlantic and Cape May County

### Atlantic City Office



1333 Atlantic Avenue  
Atlantic City  
New Jersey, 08401  
(609) 348-3001

### Hammonton Office



44 White Horse Pike  
Hammonton  
New Jersey, 08037  
(609) 561-8800

### Pleasantville Office



2 South Main Street  
Pleasantville  
New Jersey, 08232  
(609) 813-3900

### Wildwood Office



3810 New Jersey Avenue  
Wildwood  
New Jersey, 08260  
(609) 729-0997



**Atlantic County Executive**

Dennis Levinson

**Atlantic County Board of Freeholders**

James Curcio, Chairman



**Cape May County Board of Freeholders**

Daniel Beyel, Director

Ralph E. Sheets, Jr., Vice Director

Atlantic Cape May One Stop Career Centers  
2 South Main St.  
Pleasantville, NJ 08232



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