

Orange County Employment & Training Administration



The Orange County Employment and Training Administration is part of the County's Workforce Development System. We provide resources and services to individuals seeking employment and to businesses looking to build their workforce.



Programs:

**Welfare to Work (WTW)
&
Workforce Investment Opportunity Act (WIOA)**

Employment & Training Administration at Orange County Career Centers

Welfare to Work Unit

- Subcontracted by DSS for all employment & training services
- Three Orange Works locations: Newburgh, Middletown and Port Jervis. Newburgh is temporarily closed but plans to open in the near future.
- Fully integrated in Orange Works One Stop system: WIOA, NYS DOL, SUNY Orange, Orange Ulster BOCES, and OC DSS partnerships
- Leader in NYS for program design and outcomes. Consistently ranked #1/#2 in NYS participation and engagement standards for medium sized counties
- Over 100 job placements/month countywide. Since March/COVID times, average of 30 placements per month

Flow of Services

Orientation
Assessment
Employment Plan
Case Management/Support Services

Activity Enrollment (35 hours/week) **suspended due to COVID**

Job Readiness Training Program (JRT)/Job Search (virtual and by telephone)

*Work Experience
Paid work
HSE (GED)/ESL
Vocational Training
Community Service*

Job Readiness Training (JRT)

JRT Part 1: Workshops, First Week

- TABE testing: Math and Reading
- Career Exploration
- Goal setting
- Soft Skills training: communication, problem solving, conflict resolution
- Vocational training exploration, GED/ESL
- Interviewing skills
- Resume Writing
- Career Development Plan: actions to be taken, short/long term goals, acquired skills, where to go from here, suggestions and recommendations for where client would be best suited

JRT, Part 2: Job Search Activities, Three Weeks

- Individualized and informal meetings with job placement specialist. Includes calling employers, game plan for where to apply, sending letters, faxing resumes, etc.
- Daily job seeking, including online applications.
- ETA van can transport job seekers to job interviews
- Continued focus on soft skills
- Once employed, staff serves as a link between employers and employee
- Post employment support and retention services

Support Services

- Childcare
- Transportation
- Clothing vouchers
- Tools and equipment
- Job related safety equipment (boots, gloves, headgear, scrubs)
- Car repairs
- Car insurance
- Car Seats
- Driving Lessons
- Career Counseling
- Referrals to other needed services
- On the Job Training

On the Job Training

Employer trains eligible employee 'on the job' and gets reimbursed 50% of wages for training period. Employer must pay the wages and will get reimbursed lump sum upon conclusion. Retaining worker full time, unsubsidized at completion of training is expected and required.

For more information, please contact:

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Orange County Career Center

Orange Works has two types of Customers:
Job Seekers and Employers

Job Seeker Services:

- Job Search Assistance/Job Referrals
- On-Site & Off-Site Recruitments (limited due to COVID)
- Career Counseling
- Resource Room Computers
 - ✓ Internet access for Job Search & Career Exploration
 - ✓ Resume writing assistance/Online resume-building tools
 - ✓ Typing tutorials
- Information on community resources and programs
- Labor market statistics
- Training Opportunities for qualified customers
- Referrals for supportive services
 - ✓ Childcare
 - ✓ Transportation
- Employability workshops

Orange Works Career Center

Business Services:

- Qualified job seeker referrals/job matching
- Hire and train for funding reimbursement (OJT)
- Linkages to tax credit programs
- Layoff/Transition assistance
- Economic development resources/initiatives
- On-Site & Off-Site Recruitments (limited due to COVID)

Orange County Career Center

WIOA Services

- The Workforce Innovation & Opportunity Act (WIOA) is a federal law that emphasizes creating career pathways for individuals through a combination of career counseling, vocational training, on the job training and apprenticeships.
- WIOA helps participants identify pathways to meaningful, sustainable, and competitive careers by exposing them to a variety of education and training opportunities.
- Eligible participants receive assistance from our Career Specialists who will assess work skills, identify training needs, and assist with tuition related expenses.
- WIOA Youth Services are also available for those ages 16-24 who need help finding as job/work experience, receiving their high school equivalency diploma, math and reading tutoring, and adult mentoring.

Virtual Services Career Center

www.orangecountygov.com/virtualcareercenter

For more information, contact:

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