

# WELCOME TO THE RIVERSIDE COUNTY WORKFORCE DEVELOPMENT CENTERS



[RIVCOWORKFORCE.COM](http://RIVCOWORKFORCE.COM)

# Goal Today

Provide a snapshot of Riverside County Workforce Services

- Why use Workforce
- Services available at the Workforce Development Centers
- What to expect at the Centers

## Our Mission

To provide leadership to the Workforce Development system in Riverside County by supporting economic development and talent management.

## Our Vision

“Infinite Opportunity, Lasting Prosperity”

# WHO ARE WE?

- A collaboration of state, county, local human and community agencies who work together to provide job seekers with career services and the tools to secure employment.
- Provide local businesses with a wide array of services which include On-the-Job Training, job matching, tax credits and incentives and hiring events. Our programs are provided at no cost to your business

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# PARTNER AGENCIES

- Community Colleges(CTE):
  - College of the Desert
  - Mt. San Jacinto
  - Riverside City College
  - Norco College
  - Moreno Valley College
- California Family Life Centers- (CFLC)
- Center for Employment Training - (CET)
- Community Action Partnership- (CAP)
- Department of Rehabilitation
- Department of Public Social Services
- Goodwill Southern California
- EDA
  - Housing Authority
  - Workforce Development Division
- EDD
  - Migrant and Seasonal Farm Workers Program
  - TAA/TRA
  - UI Branch
  - Veterans
  - Workforce Services

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# PARTNER AGENCIES

- El Sol Neighborhood Educational Center
- LEARN 4 LIFE- Charter School
- Office on Aging
- CA Indian Manpower Consortium, Inc.
- Soboba Band of Luiseño Indians Council
- Riverside County Office of Education
- Unified School Districts- Adult Education:
  - Beaumont
  - Coachella Valley
  - Corona-Norco
  - Jurupa
  - Lake Elsinore
  - Moreno Valley
  - Murrieta Valley
  - Riverside

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# SERVICES OFFERED:

- Basic Career Services
- Individualized Career Services
- Referral to appropriate partner agencies
- Business assistance

# BASIC CAREER SERVICES IN THE CAREER RESOURCE AREA (CRA) SELF-DIRECTED



- Computers and Internet access
- Use of copiers and fax machines for job-related activities
- WinWay: Easy to use computer program for creating a professional resume
- Mavis Beacon Typing Tutorial – for keyboard and typing skills
- Basic Career Workshops: Online workshops to assist with job search activities
- Job postings, job fairs, hiring events



# HOW DO I ACCESS BASIC CAREER SERVICES ONLINE

To access Basic Career Workshops:

- Visit [www.rivcoworkforce.com](http://www.rivcoworkforce.com)
- Click on the “Job Seeker” tab
- Then click on “Job Seeker Resources” at the top left hand menu
- Here you will find a list of workshops

# BASIC ONLINE WORKSHOPS

- Resume Essentials
- Essential Computer Skills & Internet Navigation
- Educational Alternatives and Finance
- Labor Market Information
- Quick Interviewing Tips

# LABOR MARKET INFORMATION

## CALJOBS LABOR MARKET TOOLS

### Labor Market Services



#### Labor Market Facts

Find answers to commonly asked questions about the local labor market.



#### Area Profile

Access a summary of the labor market in a selected area.



#### Industry Profile

Access labor market information on industries in a selected area.



#### Occupational Profile

Access labor market information on occupations in a selected area.



#### Educational Profile

Access labor market information on education programs in a selected area.

# INDIVIDUALIZED CAREER SERVICES

- Career & Personal Skills Assessment
- Pre-Employment Workshops
- Career Development
- Career Coaching
- Training in high demand occupations



# CAREER SERVICES

- Identify if Skills Enhancement is needed through:
  - Workshops
  - Referrals to enhance Job Readiness
  - GED
  - Basic Skills Remediation, ESL Training
  - Supportive Services (Based on funding availability)
  - Referrals to Career Development Opportunities and Community Resources

# JOB PREPARATION ELECTIVES AND “BOOTCAMP”

## Includes:

- Stress Solutions
- Job Seeker Resource
- and Planning Guide
- Resume Writing
- Interviewing for the Interviewee
- Personal Accountability
- The Essentials of Credibility, Composure & Confidence
- Beyond Computer Basics
- Intermediate Computer Skills
- Video Mock Interview
- Resume Critique

# CAREER COACH SERVICES

Provide one-on-one professional counseling and advice on career change or improvement.

These include:

- Resume Critique
- Interview Skills & Mock Interviews
- Career/Personal Skills Assessment
- Evaluate Transferable Skills
- Help formulate an Individual Employment Plan (IEP) to assist you with achieving your employment goals.

## TRAINING IN HIGH DEMAND OCCUPATIONS

Training may be available in high demand occupations for targeted industries in Riverside County. Vocational training is on a case by cases basis and will be determined after meeting with a Career Coach.

Targeted Industries include:

- Manufacturing
- Utilities and Renewable Energy
- Logistics and Transportation
- Construction
- Healthcare
- Agriculture (Eastern County)
- Hospitality (Eastern County)



## SERVICES FOR BUSINESSES

- Candidate prescreening and referral
- Staff Recruitment and Assistance at Hiring Events
- Job Postings/Listings
- On the Job Training (OJT)
- Business Centers available for use
- Employment Training Panel (ETP) to enhance and upgrade existing employees
- Available tax credits and incentives



# HOW TO SIGN UP

## ► Steps

1. Create a CalJOBS User Account
2. Complete Employment history in CalJOBS
3. Attend a WIOA Information session
4. Meet with a Career Coach, contact local AJCC for schedules
5. Bring required documentation to the Meeting with the Career Coach

ONLINE REGISTRATION AT [WWW.CALJOBS.CA.GOV](http://WWW.CALJOBS.CA.GOV)



En Español

 Sign In

[Register New User](#)

[Forgot Password?](#)



A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims.

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 [Find an Office](#)

[More Career Services](#)

[More Employer Services](#)

Search for jobs in your area.

Job Search

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[Search](#)

# DOCUMENTS NEEDED

- Original/Valid Identification
- Original Social Security Card
- Original Permanent Resident Card (if applicable)
- 6 Months Family Income Verification
- Proof of Family Size
- Proof of Street Address
- Proof of Unemployment Insurance (if applicable)
- Proof of Company closure or mass lay off (if applicable)
- High School Diploma/GED (may be required for certain trainings)
- Selective Service Registration Verification. For more information visit [www.sss.gov](http://www.sss.gov) or call 1-847-688-6888
- Proof of Public Assistance (if applicable)
- DD-214 (Veterans only)

# DID YOU SERVE IN THE MILITARY?

## Priority of Service for “Eligible Veterans” and “Eligible Persons” (i.e. spouse)

This means you may see the next available Career/Training Coach or request to see the Veteran’s Representative (upon availability) for various services offered which may include:

- Job Search
- Occupational Training
- Special programs designed for Veterans



# TRADE ADJUSTMENT ASSISTANCE (TAA)

- Established under the Trade Act of 1974 to help workers with job loss due to increased imports/shift in production to foreign countries.
- Eligible individuals are notified via mail with a certificate of eligibility issued by the U.S. Department of Labor (DOL).
- Benefits include:
  - Employment Services
  - Classroom or On-the-Job Training
  - Health Insurance Coverage
  - Additional Benefits/Allowances

# YOUR SUCCESS IS OUR SUCCESS!

We are here to assist you on your career path by providing services that lead to employment.

Once employed, we will continue to assist with your transition into the workforce by providing counseling regarding maintaining employment, securing a better paying job, career planning, and information on additional education or employment opportunities.

We will be reaching out to obtain information regarding your employment.



Please contact your nearest Workforce Development Center or visit us at

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

### Blythe WDC



One Campus Way  
Blythe, CA 92225

**Business Hours:** Monday - Friday  
from 8:00 am to 5:00 pm

**Phone:** (760) 640-3144

**TTY:** (760) 921-3996

### Hemet WDC



749 North State Street  
Hemet, CA 92543

**Business Hours:** Monday - Friday  
from 8:00 am to 5:00 pm

**Phone:** (951) 791-3500

**TTY:** (951) 765-1761

### Indio WDC



44199 Monroe St, Ste B  
Indio, CA 92201

**Business Hours:** Monday - Friday  
from 8:00 am to 5:00 pm

**Phone:** (760) 863-2500

**TTY:** (760) 863-2555

### Riverside WDC



1325 Spruce St, Ste 110  
Riverside, CA 92507

**Business Hours:** Monday - Friday  
from 8:00 am to 5:00 pm

**Phone:** (951) 955-3100

**TTY:** (951) 955-3744

### City of Moreno Valley Employment Resource Center



12625 Frederick St, St K-3  
Moreno Valley, CA 92553

**Business Hours:** Monday - Thursday  
from 8:00 am to 5:00 pm

**Self-Directed Services for Job Search and Career Exploration**

**Phone:** (951) 304-5900

Email: [erc@moval.org](mailto:erc@moval.org)

**TTY:** (951) 304-5796



# INFORMATION SESSION SCHEDULES

- ▶ **Indio**                    **44-199 Monroe St**   **Indio CA**                    **(760) 863-2500**
- ▶ Monday: 3:30PM-4:30PM
- ▶ Wednesday: 10:30AM-11:30AM
  
- ▶ **Hemet**                    **749 N. State St**        **Hemet CA**                    **(951) 791-3500**
- ▶ Tuesday: 11:00AM-12:00PM
  
- ▶ **Riverside**                **1325 Spruce St**        **Riverside CA**                **(951) 955-3100**
- ▶ Wednesday: 9AM-11AM and 2:30PM-4:30PM



# Any Questions?

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities. Please call 951.955.3100, 951.955.3744 TTY, CA Relay 711, or [ADACoordinator@rivco.org](mailto:ADACoordinator@rivco.org) 5 to 7 days in advance.

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