Employment Resource Guide

Disclaimer: Every attempt has been made to provide accurate and timely information in this guide. However, agency numbers may change, addresses may change and services offered by agencies may change while this guide is in use.

Employment Resources

AARP
1511 Sunday Drive, Suite 312
Raleigh, NC 27607
www.aarp.org/nc
(866) 389-5650 Main toll-free number
Monday – Friday 9 a.m. – 5 p.m.
AARP provides job search help for those citizens age 50 or older.

Culinary Job Training Program (Interfaith Food Shuttle)
1001 Blair Drive
Raleigh, N.C. 27610
www.foodshuttle.org
919-250-0043
This is an 11-week culinary (chef) training program that includes resume and interviewing skills and job placement. All materials provided, and students receive weekly stipend.

Dorcas Ministries
187 High House Road
Cary, NC 27511
www.dorcas-cary.org
(919) 469-9861
Training Center is open Monday – Friday 10 a.m. – 1 p.m. Clients must check in by noon.
Craig, a retired HR Specialist, offers resume help. The Job Training Center offers a variety of services including JobLink (Job Search, Resume Preparation), Budget Counseling and Affordable Housing Information, Educational Advising, Computer Training, Internet, Computer, Fax, Copy, and Phone Services. The Dorcas Shop offers a wide variety of merchandise including clothing for the whole family, shoes, coats, small appliances, vintage items, books, in-store floral arrangements, jewelry, audio books, toys/games, lamps, dishes, and more, all at affordable prices.
Dress for Success Triangle NC
1812 Tillery Place
Raleigh, NC 27604
https://trianglenc.dressforsuccess.org/contact/
919-286-2128
Monday – Friday, 2nd Saturday each month, 9 a.m. – 5 p.m. By appointment only.

This organization offers job training and a career center. These programs address and eliminate the frustrating obstacles that may arise during a search for employment. Women meet regularly to support and encourage each other through building confidence, networking and discussing workplace-related topics. These meetings help participants stay motivated and optimistic. Their volunteers will also work with you to help you choose an interview outfit and will also provide guidance and support for the upcoming interview if you obtain a referral.

*For CV/Personal Statement assistance for men, contact Mark Taylor of Suited N Success (919) 339-1082. He offers free assistance and will meet individual at a convenient location.*

Employment Security Commission

Job Service Offices:
1830 B Tillery Pl
Raleigh, NC 27604
919-715-0111

724-F East Chatham St
Cary, N.C. 27511
http://www.nccommerce.com/workforce/job-seekers
919-469-1406

Monday through Friday 8:30 am – 5:00 pm
Register at a local office and get access to information on the Jobs Line: 919-212-5700

Goodwill Industries
321 W. Hargett Street
Raleigh, N.C. 27601
http://www.goodwillenc.org
919-828-7490

Goodwill Industries provides employment opportunities in a retail setting for individuals with disabilities or social disadvantages.
NC National Guard Employment Center
1636 Gold Star Drive
Raleigh, N.C. 27612
http://nc.ng.mil/services/eec/Pages/Employment-Center.aspx
Phone: (984) 664-6463 OR (800) 621-4136 Opt.3
Email: NG.NC.NCARNG.MBX.EEC@mail.mil
Monday - Friday 8:00 a.m. - 4:30 p.m.
Contact: Sen. 1st Class (SFC) Hubert T. Caraway, 3rd

The Education and Employment Center's purpose is to increase career opportunities for North Carolina Guardsmen/Veterans and their children by developing proactive positive relationships with North Carolina employers. We collaborate with North Carolina employers who are seeking reliable, dedicated, skilled, and disciplined Soldiers and Airmen to utilize their military training, experience, and education in order to maximize the employer's organization.

NC Works Career Center
Wake County Human Services Center
220 Swinburne Street, 3rd Floor
Raleigh, N.C. 27610
919-250-3770
Email: ccarroll@wakegov.com
Monday – Friday, 9:00 am – 4:15 pm; Tuesdays open until 8:00 pm

The NC Works Career Center is located in the Wake County Human Services Center on Swinburne Street and provides a professional setting where job seekers can search for employment and training opportunities and where businesses can access a large pool of potential job applicants. Bi-lingual staff is available (call for availability).

Additional Centers:
NC Works Access Point- Pullen Memorial Baptist Church
1801 Hillsborough Street
Raleigh, NC 27605
Tuesday, 9:00 am -4:00 pm. By appointment only.
To make an appointment, contact Luis Feliz at (984)464-0364.

NC Works Access Point- Wake Tech Beltline Education Center
3200 Bush Street
Raleigh, NC 27609
Friday, 1:00 pm- 6:00 pm. By appointment only.
To make an appointment, contact Luis Feliz at (984)464-0364.

*NC Works does not assist with Curriculum Vitae and personal statements*
The Jubilee Jobs Program is a 1 week, 30 hour program that provides skilled compassionate job preparation and placement services to unemployed job seekers through a process of mentoring and active assistance. Workshops and networking support groups focus on job retention, goal setting and practical steps toward wage growth, education and training.

* Must meet the following criteria: 21-55 years of age, clean for 90 days, removed from domestic violence for 90 days and has no court hearings pending.*
Since 1937, Triangle Family Services (TFS) accomplishes its mission of “Building a Stronger Community by Strengthening the Family” through one of TFS' focus areas that include Family Safety, Financial Stability, and Mental Health. These direct family services directly impact children from economically disadvantaged and/or abused homes. Triangle Family Services provides services regardless of the client's spoken language. We offer bi-lingual (Spanish) and bi-cultural certified trained staff in all areas. TFS also utilizes accessible languages to meet full translation clients.

The Triangle Literacy Council (TLC) serves individuals and families in the Triangle region with literacy and basic skills programming to improve lives through community and individual success. TLC provides literacy programming across a broad spectrum of individuals and families, for all age groups, incarcerated women, inmates in county jails, and for the unemployed. Programs are offered for Adult Basic Education and English as a Second Language, as well as one-on-one tutoring with trained volunteers.

Rehabilitation Program- Services offer to assist individuals who are blind or visually impaired in obtaining or maintaining employment and in living more independently. Independent Living Program- Services are provided to help the senior visually impaired adult population maintain self-sufficiency in their place of residence.

School to Work Program- Transition services are provided to help high school students obtain various employment opportunities.
**Vocational Rehabilitation**  
436 N. Harrington Street, Raleigh, NC 27603  
http://www.ncdhhs.gov/dvrs/  
919-733-7807

VR employment services provide opportunities to persons who have mental, physical, or learning disabilities that prevent them from getting and keeping a job. Wake County residents may call or apply in person for services.

**NC Health & Human Services - Employment Services for People with Disabilities**  
4900 Waters Edge Drive  
Raleigh, N.C. 27606  
919-859-8301

After an evaluation of the consumer’s strengths, skills and experience, Vocational Rehabilitation staff provide information on résumé preparation, interviewing and developing job leads and assistance in locating a job. A community rehabilitation program may provide services such as job coaching, supported employment and adjustment activities.

**Wake County Supportive Employment Program**  
220 Swinburne Street, 3rd Floor  
Raleigh, N.C. 27610  
http://www.wakegov.com/humanservices/employment/Pages/default.aspx  
919-212-7104  
Monday – Friday, 8:30 am – 5:15 pm

The Supportive Employment Program provides intensive employment support to Wake County residents (18 years of age and older) who have severe mental illness and overlapping disabilities. Individualized supports are provided by employment specialists to help consumers find competitive employment in integrated job settings. Community based services such as job development, job placement and coaching services are provided; follow-along supports are maintained indefinitely. Supportive Employment also serves Work First consumers who need intensive employment support.

**Telamon**  
5560 Munford Rd. #201  
Raleigh, N.C. 27606  
www.telamon.org  
919-851-6141

Telamon provides employment training for migrant/seasonal farm workers, assistance to adult and youth with special needs, and job listings, occupational training, career counseling, and assistance obtaining occupational credentials or educational certificates.
Wake County Human Services operates two programs through the Workforce Investment Act: 1) Adult Program; 2) Dislocated Worker Program. Both offer assistance with job search and/or training to assist customers in re-entering the workforce. The WIA Adult Program determines eligibility on an individual basis based on the individual’s employment or economic situation. The WIA Dislocated Worker Program assists persons who have lost their job due to layoffs, plant closings, economic downturns or natural disasters. Currently, there is a 4 to 6 month waiting list.

**NC Labor Department Wage and Hour Bureau**
www.nclabor.com
919-807-2796

Responsible for enforcement of Wage and Hour Act, wage disputes, information on youth employment laws, controlled substance examination, and personnel services companies.

**NC State Industrial Commission**
430 N. Salisbury St
Raleigh, N.C. 27601
www.ic.nc.gov
919-807-2500

Workmen’s compensation dispute claims handled.

**Wake County Veterans Services Office**
Monday–Friday
8:30 a.m.–5 p.m.
3000 Falstaff Road, Raleigh
919-212-VETS
www.wakegov.com/veterans/Pages/services.aspx

**Regional Offices:**
**Eastern Regional Center**
3rd Wednesday of each month
9 a.m.–4 p.m.
1002 Dogwood Drive, Zebulon
919-404-3900
Southern Regional Center
4th Wednesday of each month
9 a.m.–4 p.m.
130 N. Judd Parkway NE, Fuquay-Varina
919-557-2501

Education and Training – Educational benefits if you are in an approved training program. You can use your Montgomery GI Bill, Veterans Education Assistance Program (VEAP), Survivors and Dependents Educational Assistance, Federal Employment and On-the-Job Training benefits to further your education.

Vocational Rehabilitation – Service-disabled veterans may be eligible for VA-funded special retraining in order to obtain suitable employment (may include the costs of training, monthly expenses, counseling, and related medical and dental treatments).