

PALM BEACH UNITED WAY HOUSE / GOODWILL JOB-LINK CENTER

Goodwill Industries of Southwest Florida: Lead Agency for the Palm Beach United Way House

Description of Goodwill Job-Link Services

Our Goodwill Job-Link consultants assist people with employment counseling, skills training; resume preparation, interviewing techniques, and access to online employment opportunity. The Job-Link center also provides computer access so that our clients can look for employment and submit resumes and applications online. We also provide hard copies of employment offers in binders based on employment categories for clients who are computer illiterate and are hesitant to learn these new skills. The SWFL Micro Enterprise program works with individuals who are interested in starting their own business rather than searching for employment. Finally, the staff at the Job-Link center provides referrals to family strengthening services in the community provided by our partnering agencies across Southwest Florida.

Description of Programs Offered by the Partnering Agencies

ACCESS

*Partner: United Way; Catholic Charities; Harry Chapin Food Bank;
Department of Children and Family*

Initial applications and recertification are completed for clients requiring Food Stamps, Medicaid, and Temporary Cash Assistance benefits. Additionally, online access is provided to clients who are able to process their own applications. These services are provided on Mondays, Thursdays and Fridays.

ALZHEIMER & DEMENTIA ASSISTANCE

Partner: NAMI

This program provides local support for coping with dementia. Literature is provided to clients needing information.

COMPUTER CLASSES

Community Volunteer (College Student)

Two times a month this student comes to our facility and works with individuals who have no computer knowledge. The training entails naming the parts of the computer, the keyboard, the monitor, mouse usage and basic computer knowledge. The clients are taught the importance of having an email address for job search purposes. The client is also assisted in how to manipulate their resume within a job application upon job search and employment placement.

ENGLISH CLASSES

Partner: Literacy Counsel

Every Tuesday and Thursday volunteer teachers come to our facility to provide English classes to individuals from different backgrounds. There are two class levels: one level is for individual who have no English knowledge; therefore, commence with the basics. The second level is for individuals who know some English; the class entails reading, verbal discussion, and elaborates communication.

GED CLASSES

Partner: Literacy Counsel

Every Tuesday and Friday a certified teacher uses our facility to provide classes, at no cost to the student, in preparation for the GED/High School Equivalency exam.

EDUCATIONAL SERIES SEMINAR

Partner: Sun Trust Bank

Banking consultants provide training every third Wednesday of the month in an effort to educate our clients in regards to banking specifics and savings options. This training is in preparation for maintained independent upon employment placement.

VITA (Volunteer Income Tax Assistance Program)

Partner: Remote VITA

VITA is a free tax preparation program for low and moderate income persons. Preparation is done by IRS certified volunteers.

VOLUNTEER

Partner: AARP

The volunteer works on Mondays, Wednesdays and Fridays greeting clients upon arrival and determining what services they require. These volunteer assist clients with unemployment applications; submitting employment search claims; completing initial Access applications and recertification; job search and employment application completion; copies and faxes.