



# **WELCOME TO THE GEORGETOWN CAMPUS, SOUTH SEATTLE COMMUNITY COLLEGE WORKSOURCE CONNECTION SITE!**

WorkSource Seattle-King County offers a comprehensive and inclusive system that consistently and effectively meets the needs of businesses and job seekers

In this packet you'll find helpful information about our services, including:

- **Code of Conduct**
- **WorkSource Seattle-King County Locations**
- **Getting Started**
- **Job Seeker Services**
- **Job Seeker Resources**
- **Unemployment Assistance**

## **Our Mission**

To connect businesses and job seekers with the necessary resources and tools for successful employment, life-long learning, and business development, to ensure a strong and vital economy.



## GETTING STARTED AT THE SOUTH SEATTLE COMMUNITY

### COLLEGE WORKSOURCE AFFILIATE

#### ***How do I get started?***

You will be asked to register in the Self-Service Membership System with basic information the first time you use the computer. At that time you will create a username and password to login to the computer for future computer usage.

#### ***Can someone show me how to use the computer?***

Computer resources are self-service. We strongly encourage you to take advantage of the computer training that is available. If you need immediate assistance you may inquire at the front desk if help is available.

#### ***Can I just drop in or do I need an appointment?***

You can just drop in to use the self-serve resources and **WA Referrals** anytime.

You may need an appointment to get 1:1 assistance with **Job Seeker Services**. Please see the next page for locations, hours, addresses and phone numbers.

#### ***What if I need special accommodations for a workshop or other WorkSource activity?***

WorkSource Seattle-King County makes every effort to provide reasonable modifications to all of our programs to accommodate those with disabilities.

Contact our front desk for more information.



## WORKSOURCE SEATTLE-KING COUNTY LOCATIONS

WorkSource is Washington's premier one-stop employment center for job seekers and employers.

The South Seattle College Community College WorkSource Affiliate Seattle-King County offers a variety of free services and programs, including job search resources, computer lab, workshops, and 1:1 appointments.

More information about our services is at [worksourceskc.org](http://worksourceskc.org) or directly from our sites.

<b>WorkSource Affiliate Auburn</b>	<b>2707 I Street NE Auburn, WA 98002</b> Phone: (253) 833-0102 TTY: (253) 804-5353	7:30 a.m. – 5:00 p.m. Monday-Friday
<b>WorkSource Affiliate Downtown Seattle</b>	<b>2024 3rd Avenue Seattle, WA 98121</b> Phone: (206) 436-8600 TTY: (206) 436-8697	8:30 a.m. – 5:00 p.m. Monday-Friday
<b>WorkSource Affiliate North Seattle</b>	<b>9600 College Way N #1151 Seattle, WA 98103</b> Phone: (206) 440-2500 Relay Service: 711	8:00 a.m. – 5:00 p.m. Monday-Friday
<b>WorkSource Affiliate Rainier</b>	<b>2531 Rainier Avenue South Seattle, WA 98144</b> Phone: (206) 721-6000 TTY: (206) 721-5986	8:00 a.m. – 5:00 p.m. Monday-Friday
<b>WorkSource Redmond</b>	<b>7735 178th Place NE Redmond, WA 98052</b> Phone: (425) 861-3700 TTY: (425) 861-3708	7:30 a.m. – 5:00 p.m. Monday-Friday
<b>WorkSource Renton</b>	<b>500 SW 7th Street, Ste 100 Renton, WA 98057</b> Phone: (206) 205-3500 TTY: (206) 205-3508	8:00 a.m. – 5:00 p.m. Monday -Friday
<b>WorkSource Affiliate South Seattle Community College</b>	<b>6000 16th Avenue SW Seattle, WA 98106</b> Phone: (206) 934-5304	8:00 a.m. – 4:30p.m Monday-Friday
<b>WorkSource Connection Site Georgetown Campus South Seattle Community College</b>	<b>6737 Corson Ave. S. Seattle, WA 98108</b> Phone: (206) 934-5350	9:00 a.m. – 6:00p.m Mon, Tues, Fri. and 9:00a.m. – 3:00p.m. Wed. and Thurs.

*WorkSource Seattle-King County also has several connections sites with limited services, including local community colleges and the airport. More information is on our website @ [www.worksourceskc.org](http://www.worksourceskc.org).*



## **GEORGETOWN CAMPUS, SOUTH SEATTLE COMMUNITY COLLEGE**

### **WORKSOURCE CONNECTION SITE, JOB SEEKER SERVICES**

#### **OUR TEAM IS HERE TO HELP YOU**

WorkSource is a partnership of organizations with a common vision – to offer a comprehensive and inclusive WorkSource System that consistently and effectively meets the needs of businesses and job seekers

#### **Find Work**

We provide:

- Job listings and referrals
- Resume and application assistance
- Internet access for job search
- Workshops
- Labor market information
- Catalogs from community, vocational and technical colleges
- Job hunting tips and strategies



WorkSource Seattle-King County offers a variety of free, informative, interactive workshops to aid in your job search. Schedules are at: [www.worksourceskc.org](http://www.worksourceskc.org) for all WorkSource Seattle-King County Locations

#### **South Seattle Community College WorkSource Affiliate Job Seeker Services Include:**

- Copiers, fax machines, phones, and other office equipment.
- Complimentary local and long distance phone calls, fax and TTY calls for job search, contacting community resources, and filling unemployment claims
- Access to community resources

## WORK WITH ONE OF OUR PARTNER AGENCIES

We work with many community based organizations that can provide funding and support for your job search and completion of educational goals:

- Federal Workforce Investment Act (WIA) partners – Provide funding and case management for students enrolled a workforce development program
- Employment Security Department (ESD) – Provide assistance with Unemployment Insurance (UI) by appointment.
- King County Homeless Services Manager – Provide assistance in all aspects of homeless.
- Veterans Services Manager – Provides a wide range of services for veterans.
- Health Care Navigator – Provides services for students enrolled in South's healthcare programs
- Aviation Navigator – Provides services for students enrolled in South's Aviation programs.

## SHARPEN JOB SEARCH SKILLS

We help you compete in today's job market:

- Identify your skills and strengths
- Find out what businesses are looking for
- Learn how to interview and network



## LEARN AND UPDATE SKILLS

We connect you with training options:

- Vocational or technical training through local colleges
- Apprenticeship programs, <http://georgetown.southseattle.edu/AEC/>
- Adult Basic Education – including GED and English as a Second Language (ESL) classes
- Basic computer skills
- Tuition assistance is also available for eligible applicants

## TAKE ADVANTAGE OF STATE OF THE ART COMPUTER LABS

We provide you with the tools you need to succeed in your job search:

- Accessing tutorials for self-paced learning
- Using applications to create and update resumes and cover letters
- Using the internet to research employers, industries and labor market trends
- Using career software to assess your skills and interests
- Posting resumes online
- Printing resumes and cover letters

## JOB SEEKER RESOURCES

WorkSource Seattle-King County offers these services:

- Skills identification for best **job matching**
- On-going, **individualized job search** coaching and assistance from a WorkSource specialist
- Identifying **transferable skills** and finding new job opportunities
- Developing a job search **strategy** based on your needs
- **Funding resources** for certifications and licenses needed for employment
- Determining when training is needed

*All customized job search programs require that you meet eligibility criteria and complete an application process in order to enroll.*

### SEARCHING FOR JOBS AT [WWW.GO2WORKSOURCE.COM](http://www.go2worksource.com)

#### QUICK JOB SEARCH:

1. **Select a Location** - select the areas in which you are willing to work.
2. **All Occupations** - select the category that best reflects what you are searching.
3. Check the box(es) for **Part Time**, **Entry Level** and/or **Short Term** jobs.
4. Choose **Keywords** (optional) to type text that specifically reflects the job for which you are searching.
5. **Search for Jobs.**

#### TO SEARCH BY A JOB NUMBER:

6. **Search by Job Number** (lower right corner of the "Quick Job Search" tab).
7. Enter the Job Number (i.e. WA1234567) and **Search.**

To obtain employer information on a "WA" Job Number:

1. View the job description and determine if you meet the necessary qualifications.
2. If so, print out the job description and bring it, along with your detailed resume and/or generic application to the front desk.
3. Ask to speak with a WorkSource specialist about the job.



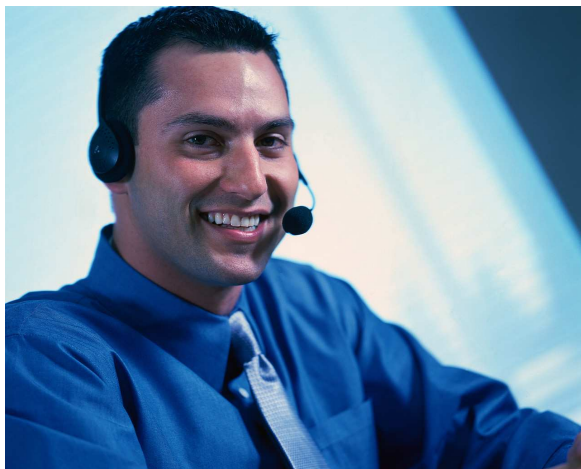
The screenshot shows the WorkSource website interface. At the top, there's a navigation bar with links like 'About Us', 'Translate', 'Contact Us', 'Log In', and 'Help'. Below that, the WorkSource logo is displayed along with the text '36,499 Jobs Available Today' and 'Washington at Go2WorkSource.com'. The main search area is titled 'Quick Job Search' and includes a dropdown menu for 'Select A Location (Required)', a dropdown for 'All Occupations', and checkboxes for 'Part Time Only', 'Entry Level Only', and 'Short Term Only'. There is also a text input field for 'Keywords (Optional)'. At the bottom of the search area, there are radio buttons for 'ALL words', 'ANY words', and 'As a PHRASE', and three buttons: 'Search for Jobs', 'Search Help', and 'Search by Job Number'.

## SOUTH SEATTLE COMMUNITY COLLEGE WORKSOURCE AFFILIATE JOB SEEKER RESOURCES

In addition to workshops and tutorials, WorkSource offers the following resources for your individualized training and assistance:

Web sites	Resource Information
<b>Work Force Education, Start Next Quarter</b> <a href="https://www.startnextquarter.org">https://www.startnextquarter.org</a>	<ul style="list-style-type: none"> <li>➤ <b>WorkForce Education</b> at Seattle Community Colleges, South Seattle Community College Worker Retraining Mandatory Orientation</li> </ul>
<b>SSCC Georgetown Campus</b> <a href="http://georgetown.southseattle.edu/AEC/">http://georgetown.southseattle.edu/AEC/</a>	<ul style="list-style-type: none"> <li>➤ Apprenticeship information</li> </ul>
<b>Washington Career Bridge</b> <a href="http://www.careerbridge.wa.gov/">http://www.careerbridge.wa.gov/</a>  <b>WOIS</b> <a href="http://www.wois.org">www.wois.org</a>  <b>Workforce Explorer</b> <a href="https://fortress.wa.gov/esd/employmentdata/home">https://fortress.wa.gov/esd/employmentdata/home</a>  Career Coach <a href="http://www.seakingwdc.emsicareercoach.com/">http://www.seakingwdc.emsicareercoach.com/</a>	<ul style="list-style-type: none"> <li>➤ Interest and Value <b>Self-Assessments</b> with matching occupations</li> <li>➤ <b>Transferable Skills</b> occupation list based on previous work experience</li> <li>➤ <b>Occupation Descriptions</b> with typical job duties and how to obtain work in an industry</li> <li>➤ <b>Labor Market Information</b> on growth/decline status, trends, and wages</li> <li>➤ <b>Training</b> requirements for occupations and <b>Schools</b> offering training programs</li> </ul>
<b>O*Net</b> <a href="http://www.onetonline.org/">http://www.onetonline.org/</a>	<ul style="list-style-type: none"> <li>➤ <b>Transferable Skills</b> occupation list based on previous work experience</li> <li>➤ <b>Occupation Descriptions</b> with typical job duties and how to obtain work in an industry</li> <li>➤ <b>Labor Market Information</b> on growth/decline status, trends, and wages</li> </ul>
<b>Demand Occupations List</b> <a href="http://www.wilma.org/wdclists">www.wilma.org/wdclists</a>	<ul style="list-style-type: none"> <li>➤ <b>Labor Market Information</b> on growth/decline status, trends, and wage</li> </ul>
<b>Eligible Training Providers List</b> <a href="http://www.careerbridge.wa.gov/">http://www.careerbridge.wa.gov/</a>	<ul style="list-style-type: none"> <li>➤ <b>Training</b> requirements for occupations and <b>Schools</b> offering training programs</li> </ul>

## UNEMPLOYMENT ASSISTANCE AND INFORMATION



### Commissioner Approved Training (CAT) & Training Benefits (TB):

If you are planning to attend college at a Seattle Community College Campus while you are on Unemployment Insurance (UI), you will need your Commissioner Approved Training Waiver (CAT). Complete the training benefits application by attending the workshop orientation Thursdays at 2:00 pm in room 79 of the Robert Smith Building.

Sign up for the WorkForce Education Training Benefits, Robert Smith Building rm. 81, Mandatory Orientation by going to the [www.southseattle.edu](http://www.southseattle.edu) web page. Click on Start Next Quarter; <https://www.startnextquarter.org> and follow the steps: **1**, **2**, and **3**

- 1** Take the Survey @ <https://www.startnextquarter.org>
- 2** Attend a workshop
- 3** Apply to college

### Complex Unemployment Questions and Issues:

Call the Telecenter toll free: 1-800-318-6022.

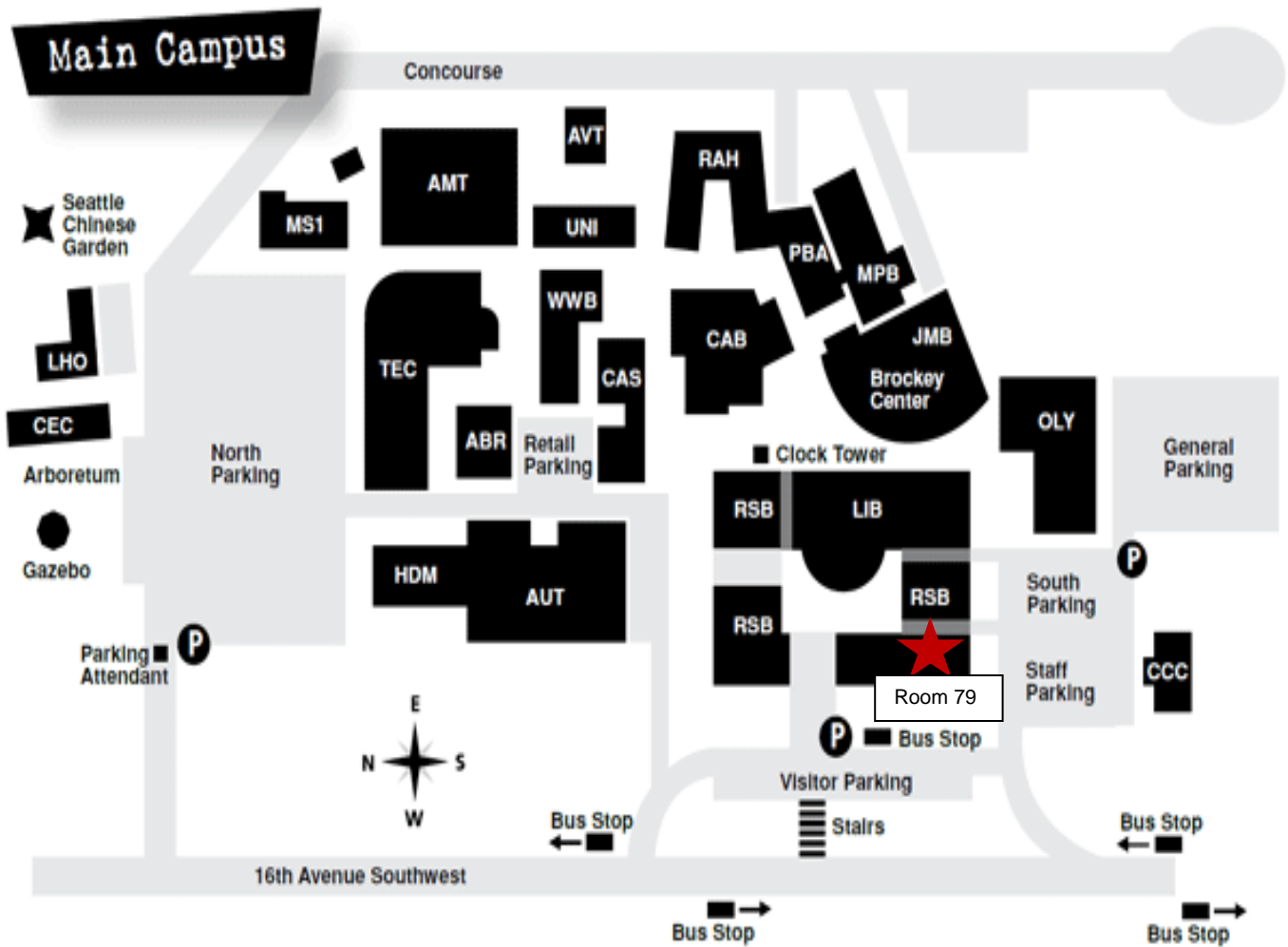
Go to Unemployment Benefits (UI) via the web [www.go2ui.com](http://www.go2ui.com)

- Commissioner Approved Training (CAT). CAT Workshops every Thursday at 2:pm in the SSCC WorkSource

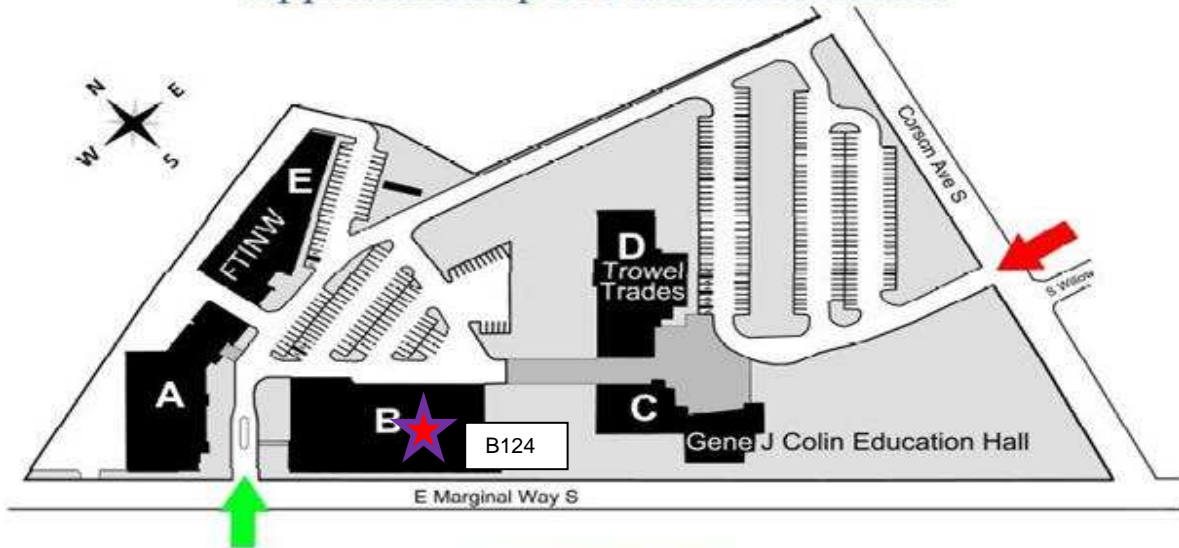


**SSCC WorkSource Affiliate**

6000 16<sup>th</sup> Ave SW  
Seattle, WA 98106  
Robert Smith Building Room 79  
South Parking Lot



## SSCC Georgetown Campus Puget Sound Industrial Excellence Center Apprenticeship & Education Center



SSCC Georgetown Campus  
Puget Sound Industrial Excellence Center / Apprenticeship & Education Center  
6737 Corson Avenue South, Seattle, WA 98108-3450  
Site Phone: 206-934-5350

**Building A**

AJAC Office A104, A112  
Classrooms A122, A123, A125  
Computer Lab A120  
First Aid Classes A122  
Safety Lab A127 West  
Weatherization Lab A129 East

**Building B**

Boilermakers Office/Classroom/Lab B122  
Classrooms B102, B104, B116, B117, B118, B119, B134  
Composites Lab B130  
Construction Skills Lab B126, B12  
Flagging Classes B102  
Labor Center B124/125/127  
Manufacturing Industry Council (MIC) B113  
Meatcutters Classroom / Lab B123  
Sprinkler Fitters Lab B133  
Sprinkler Fitters Office B133(Upstairs)  
Youth Build B129

WorkSource B124

**Building C**

**Gene J Colin Education Hall**

Administration Offices C223  
Classrooms C207, 208, 212  
Conference Room C110, 111, 123  
Multipurpose Room C122  
Offices Available for Lease C200, 201, 202, 222  
PSIEC Director C223  
Registration C102

**Building D**

**Trowel Trades**

Bricklayers Office  
Cement Masons Office  
Classrooms / Labs  
Tile Setters Office

**Building E**

**Finishing Trades Institute Northwest**

Apprentice Offices  
Classrooms/Labs  
Drywall  
Floorcovering  
Glaziers  
Painters  
Stripers



Updated 7-9-12