



**Pennsylvania CareerLink** is a collaborative project between multiple agencies to provide career services to Pennsylvania employers, potential employees, and others. Pennsylvania CareerLink is operated under the direction of the Pennsylvania Department of Labor and Industry. Most Pennsylvania CareerLink services are offered free of charge.

**Pennsylvania CareerLink offices in the South Central Region include:**

**Adams** – 150 V-Twin Drive, Gettysburg, PA 17325 (717) 334-1173

**Cumberland** – 1 Alexandra Court, Carlisle, PA 17013 (717) 243-4431

**Dauphin** – 3 Penn Center, 349 Wiconisco Street, Harrisburg, PA 17110 (717) 783-3270

**Franklin** – 600 Norland Avenue, Chambersburg, PA 17201 (717) 265-4584

**Lebanon** – 243 Schneider Drive, Lebanon, PA 17046 (717) 274-2554

**York** – 841 Vogelsong Road, York, PA 17404 (717) 767-7600

**What Pennsylvania CareerLink is not**

While Pennsylvania CareerLink provides employers with employee locating services and functions as an employment agency Pennsylvania CareerLink is not a Temporary Employment Agency nor does it generally perform direct Job Search for the client. Rather the Pennsylvania CareerLink provides tools enabling employers and employees to connect with each other.

**Agencies that compose Pennsylvania CareerLink**

Pennsylvania CareerLink is and has been composed of numerous partner agencies throughout the Commonwealth of Pennsylvania. because the Counties take bids on who provides Pennsylvania CareerLink service, the agencies which compose a particular Pennsylvania CareerLink may vary extensively from that of another. Further the agencies may vary within a Pennsylvania CareerLink from one contract to another. They do however have several general features.

**Services provided by Pennsylvania CareerLink:**

Pennsylvania CareerLink provides its clients with a number of features, which may vary somewhat from county to county.

**Employment Assistance**

Pennsylvania CareerLinks are also staffed by Labor & Industry's Bureau of Workforce Development Partnership. In this capacity Pennsylvania CareerLink provides a number of different services designed to link employers and job seekers, including workshops, TRA/TAA, veterans services, unemployment compensation, Business Service Teams and Employer Consortium groups.

**Training and Education**

Pennsylvania CareerLink offers a number of services that provide citizens of Pennsylvania opportunities for education.

1. The Local Workforce Investment Area (LWIA) provides individualized services to assist people in obtaining and maintaining satisfactory employment. A LWIA counselor can assist the client in the selection of training and/or employment goal(s) and in developing a job seeking strategy. Included in this is the location of funds or funding related to seeking training beyond the high school level.
2. In addition many Pennsylvania CareerLink locations offer classes that help students prepare to take the General Educational Development (GED) test battery, in addition to assessing their educational needs and barriers.
3. Most Pennsylvania CareerLink locations offer Adult Basic Education (ABE) classes designed to teach the client new skill and abilities which may be of aid in the workforce.

## **Youth Services**

Pennsylvania CareerLink, through its partnering agencies, provides services for young persons seeking to gain experience and enter the labor market, often for the first time. Services provided are extended to both in-school and out-of-school youth and are designed not only to support employment opportunities but also to encourage high school graduation and post-secondary education. Youth services are provided under the guidelines of the 1998 Workforce Investment Act (WIA).

Youth services include intensive and personalized case management that is designed to result in job placement. Case management continues with the client for a one year follow up period.

### **Youth services provided include:**

#### **In-School Youth Services**

1. Assessment
2. Case Management
3. Service Plans
4. Drop-Out Prevention
5. Supportive Services
6. Adult Mentoring
7. Leadership Development
8. Career Awareness
9. Career Exploration
10. Occupational Learning
11. Job Shadowing
12. Internships
13. Work Experience
14. Occupational Skills Training
15. Follow-up Services

#### **Out-of-School Youth Services**

1. Assessment
2. Case Management
3. Service Plans
4. Supportive Services
5. Leadership Development
6. GED Preparation
7. Academic Enrichment
8. Career Awareness
9. Career Exploration
10. Labor Market Information
11. Occupational Learning
12. Employability Skills
13. On-the-Job Training
14. Occupational Skills Training
15. Job Search Assistance
16. Follow-up Services

## **OVR**

Pennsylvania CareerLink serves as an access point for the Office of Vocational Rehabilitation. The OVR helps disabled Pennsylvanians pursue, obtain, and retain employment. This includes supplying funding for training if the nature of their disability precludes continued employment in the original field of employment, or if additional education would be required to secure employment initially.

## **Center for Workforce Information and Analysis**

Gathers information on the Pennsylvania labor market, including services which may be needed for customers to make reasoned choices. Statistics gathered include education, employer, income, industry, labor force, population, wages, and occupation.

## **Welfare Services**

Pennsylvania CareerLink operates a number of services for the Pennsylvania Department of Public Welfare. Among these are the EARN program, which is designed to address the needs of welfare recipients in regard to their barriers to employment and employability. This program was previously known as SPOC and is often still referred to by this designation. SPOC programs persist in some other states.

**EARN** offers a wide range of activities and services though the scope of these services is substantially reduced from that of the Original **SPOC** services. **EARN** is focused primarily on Paid Work Experience (PWE) placement however other activities may include adult literacy, driver's training, English as a Second Language training (ESL), GED, life skill instruction, job readiness, and occupational skill training. In addition to job search, job placement, and job retention services. **EARN** involves intensive personal case management including the creation of individualized plans, and goal setting aimed at helping the individual toward career readiness.

### **Unemployment Compensation**

Pennsylvania CareerLink serves as a contact point for the Office of Unemployment Compensation. Phones within Pennsylvania CareerLink offices provide a direct connection to the Office through which applications for unemployment benefits can be completed and additional information can be gathered.

### **Self-employment Assistance**

The Self-employment Assistance (SEA) program is operated under the auspices of the Pennsylvania Department of Labor and Industry. It is particularly available to individuals who are eligible for Unemployment Compensation and who meet additional criteria <sup>[13]</sup> who are interested in becoming self-employed. Services clients receive in the SEA Program involve at least 15 hours of individual business counseling, at least 20 hours of business training, and technical assistance. The SEA client receives a SEA allowance in lieu of regular Unemployment Benefits.

### **Veterans' Services**

Pennsylvania CareerLink is mandated by law to provide priority service to Pennsylvania's veteran population. Veterans' representatives provide assistance with referral services, job development, referral to training, and referral to government and community veteran service agencies. In addition they attempt to match the veteran's skills with employer job openings.

Special emphasis is placed on helping disabled veterans and those leaving the military.

Veterans representatives often serve multiple Pennsylvania CareerLink offices and move throughout a given geographic area. However, comprehensive outreach and assistance is always available for veterans and their families through five Governor's Veterans Outreach and Assistance Centers.