



# Luzerne/Schuylkill WORKFORCE 2022 Development Board

## GEARING UP FOR YOUR FUTURE

### How to Get Started...

We look forward to having an opportunity to assist you in your job search or business endeavor. To learn more about all our money saving job seeker and/or Business Services programs, please contact your local PA CareerLink® office.

#### **Vision**

*Luzerne/Schuylkill Counties have a world-class competitive workforce.*

#### **Mission**

*To ensure a demand-driven, world-class workforce system aligned with economic development and education.*

Pennsylvania  
**CareerLink**<sup>SM</sup>

A proud partner of the AmericanJobCenter® network



#### **Karen Kenderdine**

L/S WIB Chairperson  
Senior Vice President & Manager of Relationship Services  
Mid Penn Bank

#### **Patricia Lenahan**

Executive Director  
Luzerne/Schuylkill Workforce Investment Board, Inc.

[www.lswib.org](http://www.lswib.org)

## "SKILLS GAP" Summary -

Due to ongoing technological innovations, and the retirement of the babyboomer generation, America's workforce is changing and is very different than it was a decade or two ago. Signs indicate that the labor force is not equipped with the skills for the present day workforce. With this in mind, the Luzerne/Schuylkill Workforce Investment Board (L/S WIB) is working diligently to help local businesses meet their workforce needs by supporting programs aimed at providing career awareness and occupational training to job seekers and students:

- **Through partnerships with local employers,** Chambers of Commerce, and the Manufacturers and Employers Association, the L/S WDB actively promotes apprenticeship programs, internships, work experiences, and on-the-job training opportunities.
- **Working closely with career and technical centers,** and institutions of higher learning, the L/S WDB provides assistance in developing continuing education programs that are responsive to the needs of today's businesses
- **Since our most valuable asset is our youth,** L/S WDB, through the PA CareerLink®, promotes career awareness to local school district students. Students learn about local businesses, the economic outlook for the future, and how self-sustaining wages and a career pathway can be achieved in the Luzerne/Schuylkill Workforce Area.
- **A priority of the L/S WIB is addressing the "skills gap",** supporting programs that encourage employers to invest in the talent pipeline, and educating job seekers and students about the skills needed for today's workplace.

*The L/S WDB is responsible for administrative and iscal oversight, contracting, chartering, and monitoring of all Workforce Innovation and Opportunity Act (WIOA) funded programs for one-stop centers activities and services offered at the PA CareerLink® sites in Luzerne and Schuylkill Counties.*

## BUSINESS SERVICES at Pennsylvania CareerLink<sup>SM</sup>

**You decide the level of service you want from us; no need is too big or too small. Our Business Services Team can help you fill one position or hundreds! Services include, but are not limited to:**

- Application distribution
- Applicant prescreening
- Administration of assessment tools
- Interviewing and scheduling assistance
- Designating a Business Services Team member exclusively to your company
- Facility usage for job fairs and recruitment
- Labor market and human resource information
- Information on federally funded training and other cost saving programs
- Demographic information
- Statistical data
- Rapid Response/Layoff aversion assistance
- On the Job Training (OJT) Program
- Industry/Sector Partnerships

## By the NUMBERS

2021

Foot Traffic **31,285**

Job Postings **27,522**

Served Job Seekers **35,007**

Served Employers **5,243**

On the Job (OJT) **\$523,000**

Individual Training (ITA) **\$1.5 million**

**Assistance with registering your company and posting your job openings on Pennsylvania's internet-based website: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)**

## ON THE JOB TRAINING (OJT)

**What is OJT?** OJT is a free, federal program that offers qualified employers the opportunity to receive a training reimbursement.

**Why use OJT?** OJT reimburses businesses a percentage of a new hire's wages for up to six (6) months.

**When can OJT be used?** When your company is hiring for full-time, regularly scheduled positions listed on the High Priority Occupation list and that are at a minimum of 32 hrs/wk, and \$10.00/hr.

# SERVICES are customized to meet your needs so you can accomplish your goals.

## Career Services Include:

Case management, aptitude and interest assessments, in-depth resume preparation, GED testing and classes, KeyTrain assessment/remediation, WorkKeys® National Career Readiness Certificate, Individual Training Accounts (ITA) for qualifying job seekers, On-the-Job Training (OJT) and customized training programs, information on career pathways, work experience, Your Employability Skills (Y.E.S.) workshops, ServSafe Credential, and on site job fairs.

## Available Workshops include:

How to Navigate PA CareerLink® online, PA CareerLink® Orientation, Writing an Effective Resume, Interviewing with Confidence, How to Land a Government Job, Career Exploration, and Financial Aid Workshops.

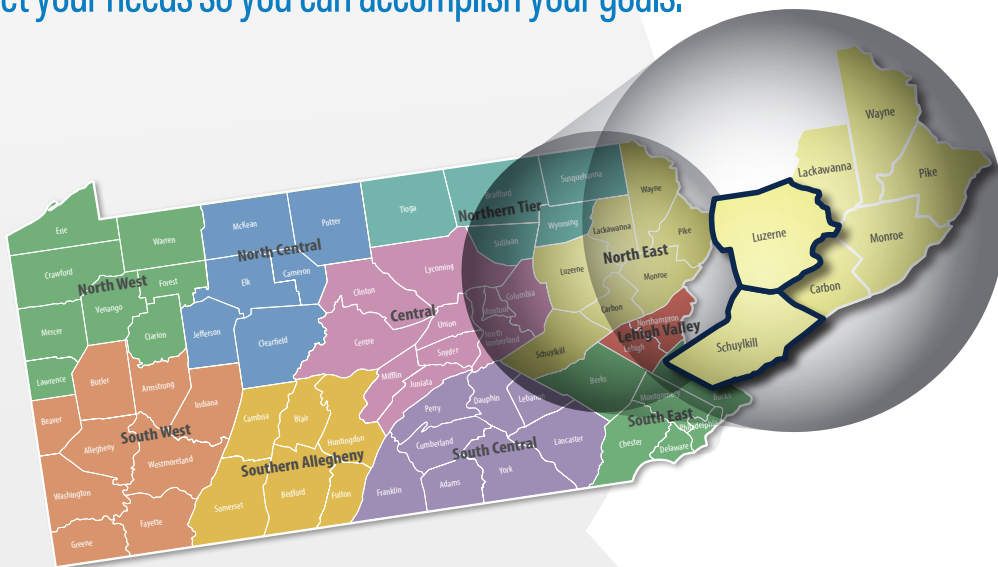
## Career Resource Center:

Computers with internet access for your job search needs. Assistance with PA CareerLink® online registration, employment applications on PA CareerLink® online or other job search websites.

We can even make copies or fax your resume or application.

## Priority of Services for Veterans and Eligible Dependents:

Trained, qualified staff provides individualized services including, but not limited to, referral to various veterans' affairs agencies and programs, referral to VA Healthcare, access to DD214 records, resume development, and job search and referral activities.



## Rapid Response:

Rapid Response is an early intervention service that assists workers and employers affected by layoffs, plant closures, or natural disasters. It provides access to the Commonwealth's PA CareerLink® system of user-friendly resources and information to help transition workers into reemployment. The primary objective of Rapid Response is to provide workers with the resources and services they need to allow them to find new jobs or get the training and education needed for new careers so that they can get back to work quickly.

Rapid Response also works closely with companies to avert layoffs and keep a skilled workforce engaged in the existing regional economy or industry. By conducting a thorough assessment, the Rapid Response team tries to help the company acquire resources to reduce the possibility of layoffs or a plant closure.

## Unemployment Compensation Resources:

Courtesy Unemployment Compensation phones and computers are available at every PA CareerLink® location. We can assist you with submitting information to Unemployment Compensation. You may also contact the Unemployment Compensation Service Center at **1(888) 313-7284** or find information at **www.uc.pa.gov**.

## Additional Services

Accommodations for individuals with disabilities, bilingual services, language translation, and TDD/TTY.





## How to Get STARTED...

**Do you need to learn new skills to get ahead in the job market?** The PA CareerLink® can help. Visit one of our offices to learn about education and training programs offered by area community colleges, universities, trade and training schools. Funding may be available to assist eligible Adults, Dislocated Workers, and Youth obtain employment in high demand occupations.

### PA CareerLink®

#### Luzerne County at Hazleton

75 North Laurel Street  
 Hazleton, PA 18201-5950  
 Phone: **(570) 459-3854**  
 FAX: (570) 459-3930  
 TDD/TTY: (570) 459-3934  
 Website: [www.careerlinkluzerne.org](http://www.careerlinkluzerne.org)  
 Email: [tetravis@pa.gov](mailto:tetravis@pa.gov)

### PA CareerLink®

#### Schuylkill County at Pottsville

201-203 East Arch Street  
 Pottsville, PA 17901-3512  
 Phone: **(570) 622-5253**  
 FAX: (570) 622-6072  
 TDD/TTY: (570) 622-5241  
 Website: [www.careerlinkpottsville.org](http://www.careerlinkpottsville.org)  
 Email: [sharona@careerlinkpottsville.org](mailto:sharona@careerlinkpottsville.org)

### PA CareerLink®

#### Luzerne County at Wilkes-Barre

32 East Union Street  
 Wilkes-Barre, PA 18701-0651  
 Phone: **(570) 822-1101**  
 FAX: (570) 826-2443  
 TDD/TTY: (570) 826-2438  
 Website: [www.careerlinkluzerne.org](http://www.careerlinkluzerne.org)  
 Email: [christinejensen@lswib.org](mailto:christinejensen@lswib.org)

## Useful WEBSITES/RESOURCES

Search for jobs and much more! Create and upload your resume, track job search activities, get job recommendations, and sign up for free events. Get access to the Big Interview, Virtual Job Shadow, and cTorq (helps you identify your transferrable skills). Veterans can match military skills and experience to civilian occupations. Register on our website: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

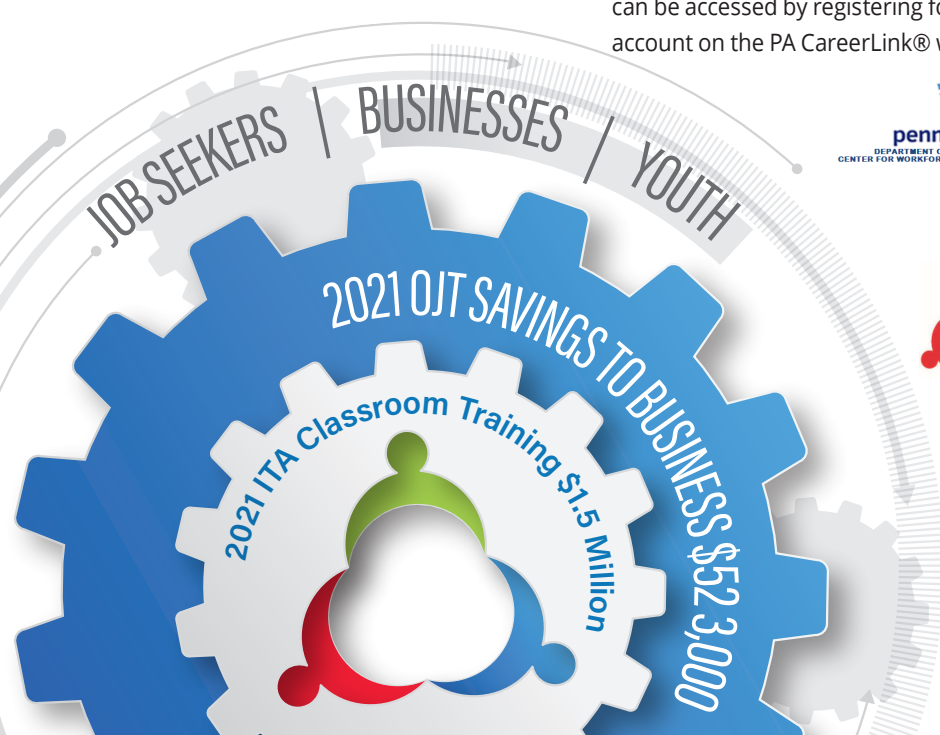
The Center for Workforce Information and Analysis provides information on Local Employment Trends, High Demand Occupations, and Salary and Job Growth Statistics at: [paworkstats@pa.gov](mailto:paworkstats@pa.gov)

**SkillUp™** PA was launched to provide access to free, online job skills training to Pennsylvania residents. Courses are available on the Metrix Learning Portal and can be accessed by registering for a free account on the PA CareerLink® website.

Explore your future with O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org)



Your tool for career exploration and job analysis! O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!



We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.