



## JOB SEEKER RESOURCES PA CAREERLINK GREENE COUNTY

### LOCATION

200 Greene Plaza  
Waynesburg, PA 15370

### BUSINESS HOURS

Monday 10:00-4:00  
Tuesday-Friday 8:00-4:00

VOICE (724) 852-2900

SITE ADMINISTRATOR: TERRI TAYLOR

TTY (724) 852-2234

[PACLGreene@washingtongreene.org](mailto:PACLGreene@washingtongreene.org)

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### FINDING A JOB

- Enroll on the PA CareerLink® website at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) click on tab "Register as a Job Seeker".
- Find jobs in all Pennsylvania counties on our website or read newspaper want ads from across the country.
- The **Bureau of Workforce & Partnership Operations (BWPO)** and other partner staff provide one-on-one assistance, resume review to ensure completeness and accuracy, and answer job search questions.
- Job search reference books, brochures, and videos are available in the Career Resource Center.
- Attend job search classes on career potential, resumes, and/or interviewing, as scheduled.

### CIVIL SERVICE INFORMATION

- Applications, job announcements, summary of examinations, and instructions:
  - State Civil Service at [www.employment.pa.gov](http://www.employment.pa.gov)
  - Federal Civil Service at [www.usajobs.opm.gov](http://www.usajobs.opm.gov)
  - Visit [www.bse.state.pa.us](http://www.bse.state.pa.us) for non-civil-service state employment
- Attend a workshop on applying for Civil Service jobs. See monthly workshop schedule for availability.

### JOB SEARCHING/APPLYING FOR JOBS /INTERVIEWING INFORMATION

- Enrolling/registering on the PA CareerLink® website at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov). Click on "Sign in/Register" tab.
- Access job postings in all of Pennsylvania's 67 counties on the website, and customize a search to fit your needs.
- PA CareerLink partner staff will provide individualized job search assistance, career guidance, and local labor market information via telephone and/or appointment.
- Career Exploration Tools are available online to explore work-related interests, assess transferrable skills, evaluate local career data, and virtually job shadow professionals in a wide range of careers.  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov).
- Resume-writing reference books and videos are available in the Career Resource Center.
- Workshops on **resume preparation, job search, interviewing**, and other job related topics are available virtually and onsite. See monthly workshop calendar.

### SMALL BUSINESS START-UPS

- **Greene County Industrial Development Authority** offers assistance to new and existing business owners. Call 724-627-9259.

### ADULT EDUCATION/GED INSTRUCTION/UPGRADING BASIC SKILLS

- **Intermediate Unit 1** offers adult education classes for transitioning to postsecondary education or work on Tuesdays 9:00AM-3:00PM and Thursdays 9:00AM -3:00 PM. The classes provide instruction in reading, writing, math, science and social studies in order to 1) prepare for a High School Equivalency Exam (GED or HiSET, 2) prepare for an entrance exam for postsecondary, and/or 3) brush up on skills for a job. Scholarships are available toward the cost of the HiSET/GED exams. Please call 724-852-2900 ext. 226 for more information or to schedule an orientation appointment.

Intermediate Unit 1 administers the HiSET exams bimonthly at the PACareerLink Greene County. The HiSET is a paper and pencil test that is approved by the Pennsylvania Department of Education for High School Equivalency. It is an alternative to the GED test. Please call 724-852-2900 ext 226 for more information on registration and scheduling. Please visit [hiset.ets.org](http://hiset.ets.org) for more information regarding the test.

- **Blueprints** offer Family Literacy courses for more information call 724-852-2893.

### **HOW TO GET HIGH SCHOOL EQUIVALENCY (GED) DOCUMENTS**

- To request a copy of transcript, diploma, or letter of verification of high school equivalency, visit [www.diplomasender.com](http://www.diplomasender.com). The cost for copies in the Commonwealth of PA is \$15.00.  
By phone 1-855-313-5799 between 8:30am- 6:00pm Central Standard Time. Additional charge of \$6.00 for phone orders.

### **HIGHER EDUCATION AND TRAINING**

- School & state-approved training program information is found on our website: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) search training providers.
- Each higher education/training school has financial aid staff to assist perspective students with funding options.
- The **Office of Vocational Rehabilitation** offers assistance with higher education to those who qualify. A person with a disability is eligible for services if the disability interferes with finding and/or keeping a job.
- An OVR staff person is onsite daily or can be reached at the main office at 724-223-4430 or 1-800-442-6367 to schedule an appointment. The TTY number (telecommunication device for hearing impaired) is 1-866-752-6163.
- **Southwest Training Services, Inc.** has information on training and possible funding for those who cannot find a job after a thorough search. Guidelines and eligibility must be met to qualify. For more information call 724-229-1350 x 292.
- **PIA/Jump Start** offers adults short term training for long term careers as Heavy Equipment Operators and Class-A Commercial Drivers. Contact PIA at [www.pia.edu](http://www.pia.edu) or 412-346-2176.
- **Southpointe Energy Resource Group** – Offers a Class A CDL Training/ Class A with Oil/ Gas Education concentration/ and a CDL-A refresher course. Call 724-249-9743 for more information.
- **Penn Commercial Business/Technical School** has short-term, certificate, Associate Degree courses and Diploma programs. Information on these and financial aid (including PELL and PHEAA) is available.
- **Penn State Fayette** has non-credit and degree programs. Contact Office of Admissions 724-430-4130 or Office of Continuing Education 724-430-4211

### **DEPARTMENT OF HUMAN SERVICES (Formerly Greene County Assistance Office).**

- The State-wide Customer Service Center (SWCSC) is staffed with caseworkers who answer benefits questions and who can process most changes. If the Center is unable to complete a reported change, they will send a “ticket” to the local County Assistance Office for follow up. The SWCSC number is: 1-877-395-8930.

### **CHILD CARE**

- **Early Learning Resource Center** has a programs for parents who work at least 25 hours a week and meet the income guidelines, financial help for childcare is possible for children from birth to age 12. Call ELRC at 1-800-548-2741 or 724-836-4580. ELRC provides services in Greene County every 2<sup>nd</sup> Tuesday of every month at PA CareerLink; no appt. needed 9am-4pm.

### **CLOTHING**

- **Dress for Success** – Women’s Clothing for interviewing and appointment. Call 724-228-8327 or 412 201-4204.

#### MEDICAL COVERAGE

- **Greene County Department of Human Services** offers healthcare coverage such as *Medicaid* and the *Children's Health Insurance Program (CHIP)*. Call 1-800-692-7462 or apply online at [www.compass.state.pa.us](http://www.compass.state.pa.us).
- **Medical Assistance for Workers with Disabilities (MAWD)** provides health care coverage to workers with disabilities. With this program, a person can work and receive Medicaid even if their earnings are above the limits for other Medicaid programs. For information, contact the **Department of Human Services** at 1-800-692-7462.
- The **Breast and Cervical Cancer Prevention and Treatment Program (BCCPT)** ensures that qualified, uninsured, or under-insured women receive needed medical care through Medicaid. Women of low or moderate income may be eligible for comprehensive free breast and cervical cancer coverage throughout treatment. Call the **Department of Human Services (formerly Greene County Assistance Office)** at 1-800-692-7462 or the Customer Service Center at 1-877-395-8930.

#### FOOD STAMPS or CASH ASSISTANCE

- Applications for *food stamps* or *cash assistance* are at 108 Greene Plaza Suite 1 (Waynesburg) or call 1-800-692-7462 or apply online at [www.compass.state.pa.us](http://www.compass.state.pa.us). You may be required to provide documentation or to visit the office.
- A person may be eligible for *expedited food stamps* within five days if: the household has \$100 or less in cash and bank accounts and expects to receive less than \$150 this month OR a person is a migrant or seasonal farm worker OR a person's monthly gross income/cash-on-hand is less than the housing/utility costs for this month. Call the **Department of Human Services (Greene County Assistance Office)** 1-800-692-7462 or Customer Service Center 1-877-395-8930.

#### FOOD BANK

- **Corner Cupboard Food Bank, Inc.** The mission of Corner Cupboard Food Bank, Inc., is to feed hungry people by soliciting and judiciously distributing food and grocery products through a county-wide network of food pantries and agencies, and to educate people about the nature of and solutions to the problems of hunger. They can be reached at 724-627-9784 Monday-Friday 8am-4pm. You can also go to their website to review and register for their programs, <http://cornercupboard.org/>

#### HOUSING/FORECLOSURE PREVENTION

- **Greene County Department of Human Services (Housing Program)** offers a full continuum of housing services. Services for the homeless, behavioral health issues, low income families and individuals, persons with disabilities and special needs, seniors, youth, re-entry, and veterans. Call 724-852-5276.
- **Blueprints** offers a number of programs to assist area residents with housing needs. Programs are available for those facing homelessness or in near homeless situations as well as foreclosure. For more information, call 1-877-814-0788.

#### FAIR HOUSING LAW CENTER

- **Southwestern PA Legal Services, Inc.** [www.splas.org](http://www.splas.org) 724-225-6170 or 1-800-846-0871. They are the primary provider of legal assistance and representation for low income citizens from Washington, Greene, Fayette, and Somerset Counties.

#### UTILITY ASSISTANCE

- The **Department of Human Services (Greene County Assistance Office)** supplies applications for energy assistance when the program is available. For more information call 1-800-692-7462.
- **211-** Dial 211 for all information & referral services from the state, including utilities.

#### INTERNET ACCESS

- **Internet Essentials by Comcast** – High Speed Internet to your home for \$9.95 per month. Eligibility criteria required. To learn more and apply visit [www.internetessentials.com](http://www.internetessentials.com) or call 1-855-832-9548.

## TRANSPORTATION

- **Greene County Transportation** provides transportation services to and from destinations in and around Greene County. You must be pre-registered. For more information please call 724-627-6778.

## UNEMPLOYMENT COMPENSATION

- Call UC at 1-888-313-7284. Hours to call Monday – Friday 8:00am to 4:00pm. Apply online at [www.uc.pa.gov](http://www.uc.pa.gov).

## CRIMINAL BACKGROUND

- **PA Clean Slate Law** permits many criminal cases in PA to be sealed – taken out of public view so they cannot be used by employers, landlords, and others. Between June 2019 and June 2020, sealing will be done automatically for some cases. For others, a petition must be filed with the court. For more information call 1-800-932-0311 x 2572 or online go to [www.MyCleanSlatePA.com](http://www.MyCleanSlatePA.com)

## DRUG & ALCOHOL PROGRAMS (Pennsylvania Programs)

- **PA GET HELP NOW** 1-800-662-4357 (HELP) – This resource provides a medical benefits navigator, single county authority locations, treatment care search by city or zip code, and lists the medication “take back” sites.

## BUDGET and CREDIT COUNSELING

- **Blueprints** offers weekly Financial Fitness classes that focus on budgeting, spending, saving and borrowing. For more information, call 724-852-2893.
- **PHFA** can help with financial counseling services. <https://www.phfa.org/counseling/fe.aspx>

## COMMUNITY LIBRARY ONLINE COURSES

- **Greene County Library System-** [www.greenecolib.org](http://www.greenecolib.org) – Resources/Gale Courses/Brainfuse
  - **Gale courses** offers a wide range of highly interactive, instructor led courses that you can take entirely online. Courses run for six weeks and new sessions begin every month.
  - **Brainfuse** is a live tutorial service for grades K through College which is available daily from 2pm-11pm EST. As a library card holder in good standing, you are entitled to these courses at no cost. For more information call Bowlby Library 724-627-9776 or Flenniken Library 724-966-5263.

## *Additional Services may be available for those in one of the following target areas:*

### OVER 55 YEARS OF AGE

- **Southwestern PA Area Agency on Aging** helps to enroll seniors on the PA CareerLink website, assist with job searches, job placement, interview/assessments, and job clubs. Older workers may qualify for possible training under the *Title V program* if they meet income guidelines. 724-852-1510

### VETERANS

- Assistance to veterans is provided for job search, training & education, and referrals to a variety of supportive services. Veterans receive priority of service and first access to resources. Call 724-852-2900 ext 304 for more information.
- The **Veterans Affairs Office** is located at 22 W. High Street Waynesburg. The office can assist veterans with information on State and Federal benefits.
- The **Washington VA Medical Clinic** can assist veterans with medical issues. Call 724-250-7790.

### DISLOCATED WORKER

- **Southwest Training Services, Inc.** offers job development and job search assistance. Call 724-852-2900 ext. 233 to see if you qualify for training funds.

## YOUTH (AGES 14 to 24)

- **Southwest Training Services, Inc.** offers services for eligible youth between the ages 14-24. Included is assistance with career exploration, work experience, job shadowing, tutoring/mentoring, supportive services, and industry tours. Call 724-852-2900 ext. 246 for more information.

## PERSON(S) WITH A DISABILITY

- The **Office of Vocational Rehabilitation (OVR)** works with persons with a disability (including those who were in high school learning support) that interferes with finding, keeping, or preparing for a job. 724-852-2900 ext. 228

## COUNSELING SERVICES

- **Cornerstone Care Behavioral Health** is located in Waynesburg, PA and offers services for adults, children and families. You can reach them at 724-627-4309.
- **Washington Health System Greene** has emergency mental health services along with inpatient, outpatient and child behavioral health services. They can be reach at 724-627-3101.
- **Kaleidoscope Therapy Center** provides services for adults, children and families. They have an office in Waynesburg and can be reached at 724-627-4704.

## PREGNANT OR HAVE CHILDREN UNDER THE AGE OF 5

- **Blueprints** has information on food, health, and nutrition for mothers and children (*WIC*). For more information on the WIC program, call 724-852-2893.
- **Blueprints** also has information on the Head Start program for children between the ages of 3 and 5. Call 724-852-2893.

## CURRENTLY RECEIVING CASH ASSISTANCE OR FOOD STAMPS

- **Washington Greene County Job Training Agency's *Employment Advancement and Retention Network (EARN)*** is designed to provide a range of services to meet individuals' needs, including access to education and training opportunities to move clients towards family economic stability. The program is based on human-centered design and includes a combination of case management, coaching, licensed counseling, and peer to peer experiences to develop a career pathway through job placement and job retention goals for the participants referred from the County Assistance Office (CAO). For more information 724-627-5007 ext.243 or 241.
- **Blueprints** offers the *Work Ready Program* that works with participants to ensure they are connected with the community resources necessary to mediate or stabilize their barriers to employment including individualized case management, GED classes and general skill building activities. Call 724-852-2893.

*Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Programs*



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