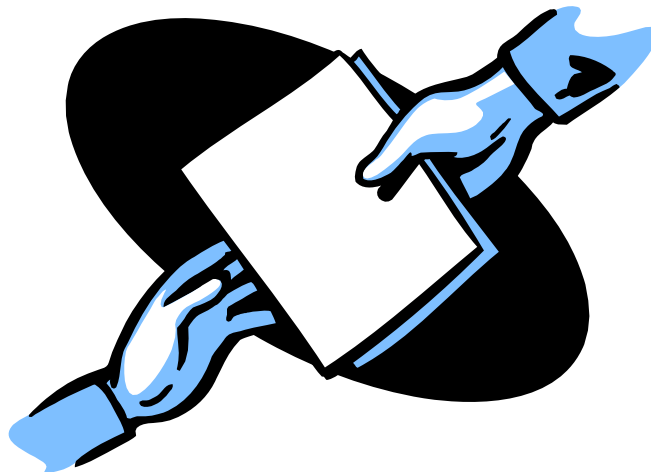

Job Shop

A GUIDE TO FREE JOB ASSISTANCE AND TRAINING
PROGRAMS AND OTHER HELPFUL EMPLOYMENT
INFORMATION



404-614-1000

United Way of
Metropolitan Atlanta



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Help wanted

Looking for a job is a difficult task. Looking for a job while homeless seems nearly impossible. Many things that are available to people with stable housing are out of the reach of homeless individuals. But, the outlook is not hopeless. With a little assistance and a lot of determination, finding work is a very real possibility if you are homeless. Here is information that may help you conduct a successful job search.

Before you start your job search

If you have a problem with drugs or alcohol, you should consider getting into a residential or outpatient recovery program, or at a minimum, attend AA or NA meetings and get a sponsor. Homeless people find it difficult, if not impossible, to keep a job, keep housing, and keep relationships if they are not in recovery for their addiction. You can call the Governor's Helpline 24-hours a day and talk to a live, trained counselor at 1-800-338-6475, call United Way 24-hours a day by dialing 211 or The Atlanta Council on Alcohol and Drugs, Mon-Fri 8:30 am to 5:00 pm 770-239-7442.

Where to go for help with basic needs

Atlanta Union Mission 156 Mills St., 404/588-4005.

Atlanta City Baptist Rescue Mission 316 Peters St. SW, 404/577-3409

Clothing: Contact one of the outreach offices at bottom of the page to get free info. and referrals for clothes.

ID: Contact one of the outreach offices at bottom of the following page to get information and referrals for IDs. If you were born in Georgia, and don't have money, you can get it for free by contacting one of the outreach offices listed in the back. If you have had Georgia ID before, and were not born in Georgia, you can get your ID reissued if you provide your social security card and your voter registration card.

S/S Card: Any Social Security Office requires two items to show who you are. Many items are accepted like a Grady card, pay stubs, W-2's, even bills, letters with your name on it, etc. If you have problems getting your card, contact one of the outreach offices listed on the last page.

Birth Certificate: If you were born anywhere in Georgia, and you don't have any money to pay for a copy of your birth certificate, you can get it free if you contact one of the outreach offices listed on the last page. You can also contact them even if you were not born in Georgia.

Hot Meals: Atlanta Union Mission 156 Mills St., 7 days a week at noon, Crossroads 420 Courtland St., Mon-Fri 10:00 am, Lutheran Community Food Ministry 731 Peachtree St., Mon-Fri 9:30 am to noon.

Transportation: See list of outreach offices listed on the last page they may be able to help you with tokens for MARTA, and even if you are working but have not been paid yet, they may be able to assist.

Voice Mail: You can get 3 months of voice mail service for \$3 a month (must pay for at least 3 months) at Samaritan House (free if you are in their job program). See below for address and phone number.

Mailing Address: You can get your mail at Odyssey III or at Crossroads (St. Luke's), but first you need to arrive at 10:30 am Mon-Fri for orientation.

Important Facts to Help Ensure that You Receive Full Payment for Your Work

- 1. Know your rights** – You are entitled to the minimum wage (\$6.55/hr). If you are employed as a farm worker, and you are being paid by the piece, you still must be paid at least \$6.55 per hour. Even if you are fired or quit your job, you are still entitled to receive wages for the work you did. Without your permission, your employer may not deduct anything except taxes from your paycheck.
- 2. Know your employer** – You should always know the FULL name of your employer and your supervisor, the business address, and the telephone number. If you have to file a complaint you must know who hired you. Take time to find out this information, it could be very important to you.
- 3. Keep a time sheet** – You should have a written record of the days and hours worked, your hourly rate of pay, and the address of the work site. Both you and your employer should sign this time sheet. If your employer does not provide you with a time sheet, ask for one or make one up. It is important to keep a time sheet even if your employer does not sign it or if you are uncomfortable asking your employer to sign it. A timesheet may be used as evidence if you have to go to court.

Contact the Legal Clinic with Wage Claims. You may also file with the magistrate's court to recover your unpaid wages. No attorney is necessary and the filing fees can be waived. If you are not paid for the work you've done or your employer made payroll deductions that are unreasonable or that reduce your rate of pay below minimum wage (other than taxes) without your permission, please contact the GA Law Center for the homeless immediately at 404/681-0680. If you have a migrant farm worker wage claim, contact the Georgia Legal Services Farm worker Advocacy Program toll free at 1-800-537-7496

Service Definitions

Job Assistance Center - One-stop centers that provide an array of employment and training services in a convenient, easily accessible location; services may include job counseling, testing and assessment; resume preparation assistance, interview training and other pre-job guidance services; job matching and referral; unemployment insurance and job registration; labor market and career information; information on financial aid for education and training; and referral for job training, transportation, child care, personal and financial counseling, health care and other human services resources in the community.

Job Banks - Programs that maintain lists of current employment opportunities submitted by employers and which are available for review by people who are searching for a position. Included are programs that post job notices on bulletin boards, which are available to the public as well as those that maintain computerized or other listings.

Job Corps - A nationwide, government-subsidized youth training program that provides remedial education, vocational training and useful work experience including on-the-job training for low and moderate-income, disadvantaged youth who have poor job skills.

Job Information Lines - Programs that provide taped information regarding employment opportunities that job seekers can access by telephone.

Job Interview Training - Programs that provide individual or group training for people who want to learn to be effective in job interview situations.

Job Readiness - Programs that provide individual or group training for people who want to learn the behaviors and techniques that are required for job retention. The training addresses regular attendance, punctuality, appropriate dress, adapting to supervision, employee rights and responsibilities and other similar topics.

Job Search Techniques - Programs that provide individual or group training for people who want to learn general strategies or specific techniques for looking for work which may include use of newspapers and Internet listings to identify job opportunities, networking strategies utilizing friends and professional acquaintances and use of professional organizations, executive search firms, employment agencies and community organizations that post job vacancies or provide job search/placement services.

Job Search/Placement - Programs that maintain listings of available employment opportunities and assign a staff member to help people who are searching for a position to choose and obtain the most suitable option.

Senior Community Service Employment Programs - Programs funded under Title V of the Older Americans Act (OAA) and administered by the U.S. Department of Labor whose purpose is to develop workforce skills in unemployed, low-income older adults age 55 and older with poor employment prospects.

JOB INFORMATION

Agency	Job Search Assistance	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Comments
Atlanta Enterprise Center	X		X	X	X	75 Peachtree Pl., NW ATL. (404)874-8001	8 am to 4 pm MON – FRI
Atlanta Urban League		X	X			100 Edgewood Ave. Ste. 600 (404)659-1150	8:30 am to 5 pm MON - FRI
Atlanta Workforce Development	X	X	X	X		818 Pollard Blvd., SW ATL. (404)658-9675	8:30 am to 5 pm MON – FRI; job fair: 9 am to noon every TUE
Alternate Life Paths Program			X	X		827 Pryor St., SW ATL. (404)688-1002	9 am to 1 pm MON – FRI; males and females 16 to 21 years of age; must currently be or have been involved in the juvenile/criminal justice system and/or dropped out of school
Atlanta Day Shelter for Women and Children			X			655 Ethel St., NW ATL (404)876-2894	8 am to 4 pm MON – SUN
Bobby Dodd Institute	X	X	X	X	X	2120 Marietta Blvd. ATL. (678)365-0071	8 am to 4:30 pm MON – FRI; males and females 16 years of age and above with mental or physical disabilities
Community Friendship			X	X		85 Renaissance Pkwy., NE ATL. (404)875-0381	8:30 am to 5 pm MON - FRI, noon to 3 pm SAT; adults with a psychiatric disability
Buckhead Christian Ministry		X				2847 Piedmont Rd., NE ATL. (404)239-0038	10 am to 1 pm MON TUE FRI; 1 pm to 4 pm WED
Cobb Works! Work Force Development Center	X	X		X	X	463 Commerce Park Dr. Ste. 100 Marietta (770)528-4300	8 am to 5 pm MON – FRI; training: dislocated worker or economically disadvantaged
DeKalb Workforce Center	X	X	X	X	X	320 Church St. Decatur (404)687-3400	8 am to 5 pm MON – FRI
Dunwoody Baptist Church		X				1445 Mt. Vernon Rd. Dunwoody (770)280-1240	9:30 am to 11:30 am MON WED FRI
Feed the Hungry Foundation		X	X			2001 Polytechnic Ln. Marietta (770)980-1550 Ext. 4	10 am to 2 pm TUE - THU
Fulton Atlanta Community Action			X		X	1690 Chantilly Dr., NE ATL. (404)320-0166	10 am to 3 pm MON WED from the 1st of the month to the 20th

JOB INFORMATION

Agency	Job Search Assistance	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Comments
Fulton County Department of Human Services	X	X	X	X	X	115 Martin Luther King Jr., Dr. Ste. 300 (404)730-4751 (770)306-5202 South Fulton	This is a comprehensive job assistance centerhours vary; call for details
Goodwill Industries of North Georgia	X	X	X	X	X	(404)728-8600 Decatur (770)564-2447 Duluth	Hours vary, call for details
Latin American Association		X	X	X	X	2750 Buford Hwy. (404)638-1800	hours vary; call for details
Lutheran Services of Georgia		X	X			1330 W. Peachtree St. Ste. 300 ATL. (404)875-0201	9 am to 5 pm MON – FRI
Jewish Family and Career Services			X			100 Edgewood Ave. Ste. 805 ATL. (404)873-1345	9 am to 4:30 pm MON - FRI
Job Corps						615 Peachtree St., NE Ste. 1005 ATL. (404)873-1318	8 am to 5 pm MON – FRI; individuals 16 to 24 years of age
Moncrief Baptist Center				X	X	156 Parker St., NW ATL. (404)881-1291	10 am to 11:30 am TUE – THU
Must Marietta	X	X				460 Pat Mell Rd. Smyrna, (770)436-9514	10 am to 2 pm MON – FRI
Operation P.E.A.C.E., Inc.			X			425 Peace Ave., NE (404)347-4040	9 am to 6 pm MON – FRI
Peer Project	X			X		4684 A Roswell Rd. Sandy Springs (404)847-9927	9 am to 5 pm MON TUE THU FRI
Real Life		X			X	382 Senoia Rd. Tyrone (770)631-9334	9 am to noon MON - THU; 5 pm to 7 pm THU by appointment only
Samaritan House	X	X		X		302 Decatur St. ATL (404)572-9000	7 am to 11:30 am, 1 pm to 4 pm MON - FRI
Southwest Ecumenical Emergency Assistance Center			X			1040 Ralph David Abernathy Blvd. ATL. (404)344-0817 (404)756-1699	9 am to 1:30 pm MON THU
Spectrum Technical Institute		X	X	X		2692 Harris St. Ste. 101 ATL. (404)209-0571	9 am to 5 pm MON – FRI
Worktec		X			X	221 Stockbridge Rd. (770)473-2840	8 am to 5 pm MON – FRI
World Changers Church International Ministry Resource			X			5925 Old National Hwy. College Park (770)210-5757	9 am to 5 pm MON – FRI
Zion Hill Community Development Corporation	X		X	X	X	2741 Bayard St. East Point, (404)766-3141	9 am to 5 pm MON - FRI

Job Information

Georgia Department of Labor

DOCUMENTS:

Picture ID/driver license, social security card,
must provide DD 214 for veteran's services

Atlanta - 148 Andrew Young International Blvd., NE Atlanta, GA 30303 (877)709-8185
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI; 16 to 24 years of age for Job Corps program.

Atlanta - 2636-14 M.L. King Jr., Dr. Atlanta, GA 30311 (404)699-6900
SERVICE HOURS: 8:00 am to 5:00 pm MON WED FRI; 8:00 am to 1:00 pm TUE THU

Atlanta - 2943 N. Druid Hills Rd. Atlanta, GA 30329 (404)679-5200
SERVICE HOURS: 8:00 am to 6:30 pm MON - THU; 8:00 am to 4:30 pm FRI; 9:00 am to noon SAT;

Jonesboro - 2450 Mt. Zion Pkwy. Ste. 100 Jonesboro, GA 30236 (678)479-5886
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Marietta - 465 Big Shanty Rd. Marietta, GA 30066 (770)528-6100
SERVICE HOURS: 7:00 am to 5:30 pm MON – FRI

Decatur - 3879 Covington Hwy. Decatur, GA 30032 (404)298-3970
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Norcross - 2211 Beaver Ruin Rd. Ste. 160 Norcross, GA 30071; (770)840-2200
SERVICE HOURS: 8:00 am to 4:30 pm MON TUE THU FRI; 8:00 am to 6:00 pm WED;

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAMS

AgeWise Connection - Atlanta Regional Commission – (404)463-3333
HOURS: 8:30 am to 4:30 pm MON – FRI; **ELIGIBILITY:** low-income seniors 55 years of age and above

American Association of Retired Persons /AARP –
1718 Peachtree St., NW Ste. 991S ATL, GA 30309
HOURS: 8:00 am to 4:00 pm MON - FRI **(404)892-4446**
ELIGIBILITY: low-income; seniors 55 years of age and above who need training and job placement
AREA SERVED: Cobb, Douglas, Fayette, Fulton

Atlanta Urban League - 100 Edgewood Ave., NE Ste. 600 Atlanta, GA 30303 (404)659-1150
HOURS: 8:30 am to 5:00 pm MON – FRI; **DOCUMENTS:** Picture ID/driver license, social security card

Georgia Department of Labor - 148 Andrew Young International Blvd., NE Atlanta, GA 30303
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI **(877)709-8185**
Georgia Department of Labor - 2943 N.Druid Hills Rd. Atlanta, GA 30329 →(404)679-5200
SERVICE HOURS: 8:00 am to 6:30 pm MON - THU; 8:00 am to 4:30 pm FRI; 9:00 am to noon SAT

Gwinnett County Senior Services - 2755 Sawnee Ave. Buford, GA 30518 (770)614-2527
SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** seniors 60 years of age and above; job training: 55 years of age and above; **AREA SERVED:** Gwinnett

Gwinnett County Senior Services - 5030 Georgia Belle Ct. Ste. 1066 Norcross, GA 30093
SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** seniors 60 years of age and above; job training: 55 years of age and above; **AREA SERVED:** Gwinnett **(770)638-5683**

Gwinnett County Senior Services - 5 Langley Dr. Lawrenceville, GA 30045 (678)377-4150
SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI **ELIGIBILITY:** 55 years of age and above

Jewish Family and Career Services - 4549 Chamblee-Dunwoody Rd. Dunwoody, GA 30338
SERVICE HOURS: 9:00 am to 8:00 pm MON; 9:00 am to 9:00 pm TUE WED; 9:00 am to 4:30 pm THU FRI **(770)677-9441**

WORK CLOTHING

Action Mission Ministry - c/o Wheat Street Baptist Church 18 William Holmes Borders Dr., NE
Atlanta, GA 30312

SERVICES HOURS: 1 pm to 3 pm second WED of each month; walk-in, written referral from a social service agency or church request; **AREA SERVED:** 30303, 30306, 30307, 30308, 30312, 30315;
FEE: Donations requested **(404)880-3488**

Dress for Success Atlanta - 250 Spring St. Ste. 12W361 Atlanta, GA 30303 **(404)589-1177**

SERVICE HOURS: 6:00 am to 8:00 pm TUE; 9:00 am to 2:00 pm WED - FRI

ELIGIBILITY: women who have scheduled interviews and are referred by one of their member agencies or women who have completed a job training program through one of their partnering organizations; *agency requires a written referral from one of their partner organizations; call agency for more details.*

Hosea Williams Feed The Hungry Foundation - 1035 Donnelly Ave., SW Atlanta, GA 30303

SERVICE HOURS: services: noon to 4:00 pm TUE – THU; 11:00 am to 6:00 pm MON FRI;

INTAKE PROCEDURE: TUE - THU: walk-in; MON FRI: telephone only. **(404)755-3353**

Momentemps Ltd Inc. - 2067 Columbia Dr. Decatur, GA 30032 **(404)286-3777**

SERVICE HOURS: 8:00 am to 6:00 pm MON – FRI

Real Life Center - 382 Senoia Rd. Tyrone, GA 30290 **(770)631-9334**

SERVICE HOURS: 9:00 am to noon MON - THU; 5:00 pm to 7:00 pm TUE THU by appointment

AREA SERVED: Fayette

Spirit of Success - 2000 Powers Ferry Rd. Ste. 2-4 Marietta, GA **(770)956-0711**

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

Samaritan House of Atlanta - 302 Decatur St. Atlanta, GA 30312 **(404)572-9000**

SERVICE HOURS: 7:00 am to 11:30 am, 1:00 pm to 4:00 pm MON - FRI

DOCUMENTS: Picture ID/driver license, social security card

Warehouse of Hope - 100 Hunter Rd. Douglasville, GA 30134 **(770)489-0509**

SERVICE HOURS: 9:00 am to 1:45 pm TUE WED; 9:00 am to 1:45 pm, 4:30 pm to 7:45 pm THU;
orientation: 1:00 pm TUE WED THU; 6:30 pm THU;

Georgia Department of Technical & Adult Education

1800 Century Pl. Ste. 400 Atlanta, GA 30345-4304

(404)679-1600

DESCRIPTION:

This agency contributes to the economic, educational, and community development of Georgia by providing quality technical education, adult literacy education, continuing education and customized business and industry workforce training to the citizens of Georgia.

SERVICE HOURS: varies by location, call for details

ELIGIBILITY:

16 years of age and above, high school diploma or GED needed for all associate programs

INTAKE PROCEDURE: telephone, walk-in

DOCUMENTS: Picture ID/driver license

FEES: vary by program

LOCATIONS:

Atlanta Area Technical School **(404) 756-3813**
1560 Metropolitan Pkwy., SW / Atlanta, Ga 30310

Chattahoochee Technical Institute **(770) 528- 4545**
980 S. Cobb Dr. / Marietta, Ga 30060

Dekalb Technical Institute **(404) 687-3421**
495 Indian Creek Rd. / Clarkston, Ga 30021

Gwinnett Technical Institute **(770) 962-7580 x 162**
1250 Atkinson Rd., Lawrenceville, Ga 30246

North Metro Technical Institute **(770) 975- 4000**
5198 Ross Rd. / Acworth, Ga 30102

AREA SERVED: Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

**Georgia Department of Labor
Employment Standards Administration
Wage and Hour Division - Atlanta District**

61 Forsyth St., Sw Room 7m10 Atlanta, GA 30303

**(877)889-5627 TTY
(866)487-9243**

DESCRIPTION:

The Wage and Hour Division (WHD) is a division that enforce the laws which establish a minimum hourly pay rate for employees, conditions for overtime pay and a maximum work week of 40 hours.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

No restrictions

INTAKE PROCEDURE:

Telephone, walk-in, appointment, Internet

DOCUMENTS:

No documents required

FEES:

None

LANGUAGES:

Spanish

EMPLOYMENT DISCRIMINATION **ASSISTANCE**

Programs that provide assistance for people who believe that they have been denied equal access to employment or that they have been treated unfairly as employees, i.e., that they were sexually harassed or denied equal pay for equal work, passed over for a promotion, denied training opportunities or fired on the basis of their age, gender, race or ethnic origin, nationality, religion, disability, sexual orientation or marital status. In Canada, sources of income, same-sex partner status, criminal convictions, political beliefs and family status may apply. Also included are programs that provide assistance for job applicants who feel they have been denied employment because of a military service obligation or help restore job seniority and pension rights which have been withheld from service personnel because of an absence from work due to a service obligation.

9 to 5, Atlanta Working Women - 501 Pulliam St., SW #344 Atlanta, GA 30312 (404)222-0001

DESCRIPTION: This agency offers assistance to working women who are experiencing discrimination such as sexual harassment or pregnancy discrimination; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Anti-Defamation League - 3490 Piedmont Rd. Ste. 610 Atlanta, GA 30305 (404)262-3470

DESCRIPTION: This organization provides cultural diversity awareness workshops, fights discrimination through education and advocacy, and assists with filing formal complaints. They also maintain an extensive database of terrorist activity through out the globe; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Atlanta Legal Aid Society - 151 Spring St., NW Atlanta, GA 30303 (404)524-5811

SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI; senior legal hotline: 9:00 am to 3:00 pm MON – FRI.

Barrier Free Gwinnett, Inc. - 75 Langley Dr. Lawrenceville, GA 30045 (70)822-8830

DESCRIPTION: This agency helps people with disabilities break down barriers.

SERVICE HOURS: 24 hour voice mail available

U.S. Equal Employment Opportunity Commission - 100 Alabama St. Ste. 4R30 Atlanta, GA 30303

SERVICE HOURS: 8:30 am to 5:00 pm MON - FRI (404)562-6800

Georgia Advocacy Office - 150 E. Ponce de Leon Ave. Ste. 430 Decatur, GA 30030 (404)885-1234

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** people with disabilities or mental illness and their families.

NAACP - Atlanta Branch - 2034 Metropolitan Pkwy., SW Atlanta, GA 30315 (404)761-1266

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

JOB ASSISTANCE PROGRAM ATLANTA DAY SHELTER FOR WOMEN AND CHILDREN

**655 Ethel St., NW, Atlanta 30318
404/876-2894**

Services Hours:

8:00 am to 4:00 pm MON - SUN; pap smears: 1st FRI of the month; medical services: 9:00 am to noon MON; 9:00 am to 3:00 pm WED FRI; no medical service the 3rd FRI of each month

FOCUS

Provides self-support programs and services

Professional and trained workers

Provides a daytime home where basic needs are met

SERVICES:

Alcoholism Counseling
Bathing Facilities
Career Counseling
Individual Counseling
Showers
Childhood Immunizations
Community Clinic
Computer Classes
Confidential HIV Testing
Job Search/Placement
Laundry Facilities
Pap Smears
Religious Activities
WIC Application/Certification
Homeless Drop-In Center

JOB SERVICES

Atlanta Enterprise Center

75 Peachtree Place NW, Atlanta, 30309

Located one block south of 10th and off W. Peachtree St (to the west)

404/874-8001 Main number

need help finding a job?
need help keeping a job?

If you answered yes to either of these two questions, you should consider becoming a member of the Atlanta Enterprise Center (AEC)

What does the A.E.C. offer you?

Job Information
Job Interview Training
Job Readiness
Job Search/Placement
Job Search Techniques

SERVICE HOURS:
8:00 am to 4:00 pm MON - FRI

Job Assistance & Training Program

Atlanta Workforce Development Agency

818 Pollard Blvd., SW Atlanta, GA 30315

(404)658-6141 Information Line
(404)658-6223 Main Number

DESCRIPTION:

This agency's mission is to provide a single point of entry for workforce information - bringing businesses, job seekers, and training providers together to provide skilled workers for every business and employment. AWDA has job fairs every Tuesday featuring various employers from the Atlanta area. All job candidates are encouraged to attend dressed in business attire and to bring multiple copies of their resume.

SERVICE HOURS:

8:30 am to 5:00 pm MON - FRI; orientation: 10:30 am to 11:30 am MON – THU
job fair: 9:00 am to noon every TUE

ELIGIBILITY:

City of Atlanta residents

INTAKE PROCEDURE:

Telephone, walk-in, appointment

DOCUMENTS:

Proof of residence or lease, employment history, military status if applicable

FREE JOB TRAINING

Center of Industry & Technology, Inc.

What is it?

Offers free training in pipe welding, industrial maintenance, microcomputer repair, optical dispensing, pharmaceutical technician, and office software specialist training.

Who is eligible?

Low income or unemployed men and women who have been laid off through no fault of their own and who have been unemployed for a long time despite having actively been looked for work.

When can you apply?

Monday-Friday 8:30 am - 5:00 pm. Call for an appointment or for more information.

Where is it?

4801 Fulton Industrial Blvd. Atlanta 30336 404/472-9311
Take bus #73 from Hightower Marta Station

Other services & requirements

Bring your ID or D/L, SS card, layoff notice if you have one or date of last employment. Books, meal allowance, childcare allowance, and job placement assistance are available.

Fulton County Department of Human Services - Office of Workforce Development

115 Martin Luther King Jr., Dr. Ste. 300 Atlanta, GA 30303

(404)730-4751

DESCRIPTION:

This is a comprehensive job assistance center offering various employment services to Fulton county residents (outside of the City of Atlanta).

SERVICE HOURS:

Call for details

ELIGIBILITY:

Residents of service area only

INTAKE PROCEDURE:

Telephone, walk-in, appointment

DOCUMENTS:

Picture ID/driver license, social security card, birth certificate, proof of residence or lease, proof of income

FEES: None

AREA SERVED: Fulton (outside of the City of Atlanta)

LOCATIONS:

North Fulton Career Center 770/645-4480
8610 Roswell Rd., Ste. 660 / Atlanta, Ga 30350

South Fulton Career Center 770/306-5202
5710 Stonewall Tell Rd., Ste. 160 / College Park, Ga 30349

PROJECT CONNECT

Jewish Family & Career Services

Project Connect, a non-sectarian program of Jewish Family & Career Services, assists homeless individuals. Project Connect provides information and referral services, case management, and direct services, including transportation, identification, employment assistance, and support for victims of domestic violence and individuals recovering from alcohol and drug abuse. Resettlement services, with follow-up case management, are available for people who move into housing.

Services

Case Management

Substance Abuse support groups

Domestic Violence support group

Employment assistance

Counseling

Information and referral

Mail, mailing address

ID and birth certificate assistance

Emergency food (limited, eligibility required)

Transportation asst. (limited, eligibility required)

Homeless Prevention/Emergency rent and utility assistance

On-site shelter services

New client orientation is held on Mondays at 1:30 pm. Call for an appointment.

Clients will be seen by a worker following orientation.

Project Connect

Jewish Family & Career Services

100 Edgewood Ave., Ste. 805, Atlanta 30303

(404) 873-1345 FAX (404) 873-1171

Anyone with a disability and/or barrier(s) to employment

WORKTEC

221 Stockbridge Rd. Jonesboro, GA 30236

(770)473-2840

DESCRIPTION:

This is a comprehensive work based rehabilitation program serving the needs of individuals with disabilities. WORKTEC subcontracts work from businesses and industry to train participants in needed work habits and specialized job skills. Classes assist in remedial education and learning to broaden participation in community life.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

INTAKE PROCEDURE:

Telephone

DOCUMENTS:

Picture ID/driver license, social security card, proof of residence or lease, medical or psych records

FEES:

None

AREA SERVED:

Butts, Clayton, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Lamar, Paulding, Pike, Polk, Rockdale, Spalding, Upson

Dress for Success Atlanta

220 Spring St. Ste.102 30303

(404)589-1177

DESCRIPTION:

This organization helps low-income women make tailored transitions into the workforce. The organization provides interview suits, confidence boosts and career development to low-income women re-entering the workforce, or entering the workforce for the first time. Anyone needing assistance from this agency must contact one of their partner agencies and obtain a referral. See below for a list of this agency's community partners.

SERVICE HOURS:

9:00 am to 2:00 pm TUE - FRI; 6:00 pm to 8:00 pm TUE

ELIGIBILITY:

Women who have scheduled interviews and are referred by one of their member agencies or women who have completed a job training program through one of their partnering organizations

INTAKE PROCEDURE:

Telephone, appointment only; agency requires a written referral from one of their partner organizations; call agency for more details

DOCUMENTS: Picture ID/driver license, referral from partner agencies

FEES: None

These are the community partners from which a client can get a referral for Dress for Success.

Asian-American Resource Center Atlanta Day Shelter for Women & Children Atlanta Enterprise Center Atlanta Technical College Atlanta Union Mission Atlanta Urban League Atlanta Workforce Development Atlanta's Children's Shelter Breakthru Housice, Inc. Briggs and Associates Center for the Visually Impaired City of Hope Cobb/Douglas County Board of Health Community Friendship Community Opportunity center Covenant House of Georgia D & E, A Financial Education and Training Institute DeKalb Juvenile Court DeKalb Workforce Center Drake House East Lake Family YMCA Every Woman Works Families First First Presbyterian Church Fulton Atlanta Community Goodwill Industries of North Georgia	House of Hope Institute for Global Education Integrated Life Center Interfaith Outreach Home, Inc. International Rescue Committee Jewish Family & Career Services Let's Talk About the Family Literacy Action, Inc. Lutheran Services of Georgia Mary Hall Freedom House Nicolas House, Inc. Operation Hope Educational & Developmenta Corp. Partnership Against Domestic Violence Peer Project Refugee Resettlement & Immigration Services of Atlanta Ropheka Rock of the World Ministries Samaritan House of Atlanta Spirit of Oneness, Inc. St. Jude's Recovery Center Sullivan Center Tangu Phase II, Inc. Turning Point Enterprises Women in Community Women's Employment Opportunity Project WORKTEC YMCA Workforce Enterprise
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AREA SERVED:

Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

EX-OFFENDER EMPLOYMENT PROGRAM

Supreme Esteem, Inc.

*City Of Refuge 1300 Simpson Rd. Occupational Training Center
Atlanta, GA 30314*

(404)579-6293 Voice Mail

DESCRIPTION:

This organization provides job readiness, life skills, and professional development training for females 16 to 50 years of age. In addition, self-esteem workshops and an ex-offender employment program is available.

SERVICE HOURS:

9:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

Females 16 to 50 years of age

INTAKE PROCEDURE:

Telephone, walk-in

DOCUMENTS:

Picture ID/driver license, proof of income, proof of residence or lease

FEES:

None

AREA SERVED:

Cobb, DeKalb, Fulton

Bobby Dodd Institute

2120 Marietta Blvd. Atlanta, GA 30318

(678)365-0071 OR (678)365-2261

DESCRIPTION:

This organization provides various types of training to individuals with physical or mental disabilities. Services include vocational/work evaluation, basic skills training, typing and computer classes, job readiness, job placement, and supported employment.

SERVICE HOURS:

8:00 am to 4:30 pm MON - FRI

ELIGIBILITY:

16 years of age and above with mental or physical disabilities; also serves economically disadvantaged individuals

INTAKE PROCEDURE:

Telephone, appointment, referral, must have work permit if younger than 16 years of age

DOCUMENTS:

Picture ID/driver license, social security card, birth certificate, proof of income, medical or psych records

FEES:

Varies by program

Cobb Works! Work Force Development Center

463 Commerce Park Dr. Ste. 100 Marietta, GA 30060

(770)528-4300

DESCRIPTION:

This organization offers numerous employment services including job training, prevocational training, and career counseling.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

Training: dislocated worker or economically disadvantaged

INTAKE PROCEDURE:

Trainings: telephone, appointment; all other services: walk-in, telephone

DOCUMENTS:

No documents required

FEES:

None

AREA SERVED:

Cobb

JOB INFORMATION HOTLINE

State of Georgia	(404)656-2724	www.thejobsite.org
Cherokee County	(770)704-5629	www.cherokeega.com
Clayton County	(770)473-5800	www.co.clayton.ga.us
Cobb County	(770)528-2555	www.cobbcounty.org
Dekalb County	(404)371-2332	www.co.dekalb.ga.us
Douglas County	(770)920-7363	www.co.douglas.ga.us
Fayette County	(770)460-5730	
Fulton County	(404)730-5627	www.co.fulton.ga.us
Gwinnett County	(770)822-7915	www.gwinnett.ga.us
Henry County	(770)954-2413	www.co.henry.ga.us
Paulding County	(770)505-1361	www.paulding.gov
Rockdale County	(770)929-4157	www.rockdalecounty.org