



Family Self-Sufficiency Employment Resource Guide

Cincinnati Works

Offers free employment services including: job readiness, job search, job retention, and more.

Connect by attending one of their Information Sessions:
Monday through Friday, 10:00 a.m. (arrive early!)

708 Walnut Street, 2nd Floor
Cincinnati, Ohio 45202
(513) 744-WORK (9675)
www.cincinnatiworks.org

CAA Ex-Offender Fresh Start Program

Assists ex-offenders in finding employment.

For more information, call:

Christine Lane at (513) 569-1840 extension 1072
or clane@cincy-caa.org

1740 Langdon Farm Road
Cincinnati, Ohio 45237
cincy-caa.org/freshstart.asp

Job Corps

Teaches eligible young people (ages 16 to 24) the skills they need to become employable and independent.

Contact:
(513) 651-2000

1409 Western Avenue
Cincinnati, Ohio 45214
cincinnati.jobcorps.gov

City Link Center

Integrated social service agencies co-located to provide assistance in removing barriers to employment.

Contact:
(513) 357-2000

800 Bank Street
Cincinnati, OH 45214
Citylinkcenter.org

Ohio Means Jobs

Provides job leads, access to workshops, and free use of computers with internet access. Career coaches available for those who qualify.

Connect by attending one of their Center Orientations:
Call to confirm date and time; bring photo ID, Social Security card and employment history.

1916 Central Pkwy.; (513) 946-7200
hcjfs.hamilton-co.org/superjobs/

Urban League Employment Connections

Assists in exploring job opportunities with employment partners. Job Coach assistance available.

For employment information call:
(513) 281-9955

3458 Reading Road at Prospect Place
Cincinnati, Ohio 45229
gcul.org

The Healing Center

Provides financial counseling, emergency services, job coaching services, life skills training, mentoring and support.

Contact:
(513) 346-4080

11345 Century Circle West
Cincinnati, OH 45246
healingcentercincinnati.org

*Jobs Plus

Assists individuals with histories of drug addiction, criminal activity and other personal barriers to employment.

*Dress for Success

Assists women in making the transition from unemployment to work.

**You must be referred by FSS in order to receive these services.
Contact your FSS Program Coordinator for a referral*

A through Ha	Ms. Swanson	(513) 977-5840
He through R	Ms. Wadkins	(513) 977-5803
R through Z	Ms. Key	(513) 977-5827



Family Self-Sufficiency Employment Resource Guide

10 Tips for Finding Employment

1. **Smile.** It might sound trivial, but you really need to smile, hold your head up and keep a positive attitude. If you don't, it will show to perspective employers.
2. **Don't sit at home.** Sitting at home, watching TV and getting depressed that you don't have a job will get you nowhere fast. Get up, get out, and get moving. It will change your attitude and you will find a job much faster.
3. **Don't keep it a secret.** Being unemployed is nothing to be ashamed of. It is important to tell people you are unemployed, but more importantly, tell them what you are looking for and what your skills are. You never know where you will find your next job; your friend might know a friend who is looking for your particular skills.
4. **Tap your resources.** Contact past employers to inquire if they are looking to hire, or know someone who is. If you graduated from a training/educational program that assists its graduates with job placement, contact them. Take advantage of the resources in the community (see reverse side).
5. **Treat your job search like a full-time job.** If you only send out a resume here and there, you're not looking hard enough. When you go to the job center or to fill out applications, dress as if you were going to work. Pack your lunch as if you were going to work. You need to put in the time it takes to find your next job, especially in this job market.
6. **Be your own head hunter.** The jobs will not come to you; you must go to the job. Make cold phone calls to companies. Find out what skills they are looking for and sell them on your skills! Don't down-play your abilities in an interview; toot your own horn. If you don't, no one will.
7. **Hone your skills.** If you're not working, now is the perfect time to hone your skills or learn new ones. If you don't have your GED -get it. You'll find work faster if you do. If you know you need to learn computer skills -learn them. There are many **free** GED and computer classes out there, so you don't need to spend any money to improve your skills.
8. **Volunteer your time.** You might not want to 'work for free', but volunteering can be a great way to keep your skills sharp and learn new ones. Volunteering is also a great way to make connections with people who might want to hire you or know someone who does. Don't discount volunteering! Many prominent business people are involved with non-profit organizations. If they like what they see, they might want to hire you.
9. **Follow-up.** If you go on an interview, make sure you grab a business card from the interviewee and IMMEDIATELY send them a thank you letter. This goes a long way in letting that person know you are earnest and interested in the position.
10. **Be organized.** Keep track of where you applied, with whom you spoke, contact information, what you did to follow up, and when your next follow-up will be. This is especially helpful if you have several different versions of your resume; you'll want to keep track of which one you sent to whom.