



## Family Self-Sufficiency Employment Resource Guide

### **Cincinnati Works**

Offers free employment services including: job readiness, job search, job retention, and digital literacy programs.

**Walk-Ins:** Monday through Friday, 8:30 a.m. – 2:30 p.m.  
(arrive early!)

**Not currently offered to tenants on SSI, SSDI, or Retirement.**

708 Walnut Street, 2<sup>nd</sup> Floor  
Cincinnati, Ohio 45202  
(513) 744-WORK (9675)  
[cincinnatiworks.org](http://cincinnatiworks.org)

### **Community Action Agency (CAA) Fresh Start Program**

Assists individuals who may have difficulty finding employment due to a criminal record.

**For more information, complete the form online:**

<https://www.cincy-caa.org/careerpathways/careerpathways.html>

1740 Langdon Farm Road  
Cincinnati, Ohio 45237  
(513) 569-1840  
<https://www.cincy-caa.org/>

### **Job Corps**

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

1409 Western Avenue  
Cincinnati, Ohio 45214  
(513) 651-2000  
[cincinnati.jobcorps.gov](http://cincinnati.jobcorps.gov)

### **City Link Center**

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

**For more information, complete the form online:**

<https://www.tfaforms.com/4911239>

800 Bank Street  
Cincinnati, OH 45214  
(513) 357-2000  
[Citylinkcenter.org](http://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 registering for a Career Center Orientations at the link below:**

[https://www.omj-cinham.org/job\\_seekers/career\\_coaching.php](https://www.omj-cinham.org/job_seekers/career_coaching.php)

**Orientations are held:** Wednesdays at 9:00 am; bring photo ID, Social Security card and employment history.

1916 Central Parkway  
Cincinnati, OH 45214  
(513) 946-7200  
[omj-cinham.org/](http://omj-cinham.org/)

### **Urban League Solid Opportunities for Advancement and Retention (SOAR)**

Offers career training, skill development, and 1-on-1 coaching.

3458 Reading Road - Otto Armleder Building  
Cincinnati, Ohio 45229  
(513) 281-9955  
<https://www.ulgso.org/soar>

### **Freestore Food Bank**

Provides training programs for individuals looking to re-enter the workforce or earn a specialized certificate.

112 E. Liberty Street  
Cincinnati, OH 45204  
(513) 241-1064  
<https://freestorefoodbank.org/hope-stability/>

### **\*Employment Network (formerly 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***

### **FSS Coordinator**

Priscilla Ollennu  
Katie Murphy

### **Phone**

(513) 977-5827  
(513) 485-8762



## Family Self-Sufficiency Employment Resource Guide Finding Employment

### 10 Tips for

1. **Smile.** It might sound trivial, but you really need to smile when interacting with potential employers. It does get noticed!
2. **Stay Positive.** Sitting at home, watching TV and getting depressed that you don't have a job isn't conducive to a great mindset. Get up, get out, and get moving. Keeping a positive attitude is a key tool while on the search for a new career.
3. **Don't keep it a secret.** Being unemployed is nothing to be ashamed about. Everyone has gone through a tedious job search. It is important to tell people you are unemployed, but more importantly, tell them what you are looking for and what skills you have. 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.** Pulling on community resources (see reverse side) and past contacts can make the search that much more productive. Contact past employers to inquire if they are looking to hire. Reach out to any training/educational program you completed; many of them assists graduates with job placement. Post your resume on sites like Indeed.com or Glassdoor.com.
5. **Treat your job search like a full-time job.** Finding gainful employment takes time and energy; the same time and energy you will be inputting when you find your next career. Treat the search with the same dedication and respect that you would while "on the clock."
6. **Be your own head hunter.** Finding gainful employment is no easy task. You MUST be your own best advocate. Find out what skills they are looking for and sell them on your ability to meet those needs! Be proud of your skills and abilities and make sure each potential employer sees that!
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!
8. **Volunteer your time.** While it may seem ridiculous to "work for free", volunteering can be a great way to keep your skills sharp and learn new ones. Many useful connections are made with people who might want to hire you or know someone who does while volunteering. Many prominent business people are involved with non-profit organizations and they notice who is putting in the work. If they like what they see, a job offer could be right around the corner.
9. **Follow-up.** If you go on an interview, make sure you grab a business card from the interviewer. On the same day of your interview, send them a thank you letter via email. This one small gesture shows you're earnest, interested in the position, and are appreciate of their time.
10. **Be organized.** Keep track of where you applied, with whom you spoke, their 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.