



EXPLORE CAREERS WITH US.

Whether you are looking for a new job, to improve your job qualifications, explore a new career, or hire a new employee, WorkOne Northern Indiana can help!

Connect with us at <https://www.gotoworkone.com/home>

TABLE of CONTENTS

WorkOne Northern Indiana Magazine



Services are described on pages 3-7.

WorkOne offers free Job Seeker services. Whether you are looking for a new job, considering a career change, or you need to develop a career plan, our staff can assist you.



Programs are described on pages 8-12.

Training Programs for job seekers interested in paid training, paid internships, & one-on-one interviews with employers are some of the programs we offer. Do you need a career certificate or a high school equivalency diploma? We can help.



Workshop Calendar is on page 15.

We offer in-person workshops and virtual workshops with instructions for registration. Workshops last 30-45 minutes and include topics such as resumes, job searching, interviewing, career interests, and employment background checks.



Office Locations & Hours are on the back.

WorkOne Centers Provide access of development services for customers & employers in each county. Stop by your local WorkOne office to see how we can help you!



USDOL-ETA Funding Acknowledgement and Product Disclaimer

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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WorkOne Customer Services



ADULT SERVICES

For adults, we offer workshops on topics such as career interest, job searches, interviews, resumes, and work readiness. Ask about our paid training, on-the-job training, certification opportunities, career counseling and employment specialists who can help you plan your next career move.



DISLOCATED WORKER SERVICES

If you have lost your job as a result of layoff, downsizing, or plant closure, take advantage of our re-employment services as well as all of the Adult Services including workshops and career counseling. Visit a WorkOne office near you and ask to speak with an employment specialist about your next job.



VETERAN SERVICES

Thank you for your service, veterans! WorkOne is committed to providing veterans with priority service in transitioning from a military to civilian workforce. Veterans' Specialists provide employment services to eligible veterans and eligible spouses with significant barriers to employment.



YOUTH SERVICES

Are you between the ages of 16 and 24? WorkOne Youth Services can help you get the education and training to succeed! Career Coaches and The Young Adult Services Program work with you to develop career goals, on-the-job training, internships, and mentoring opportunities.

The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333. El Programa de Financiamiento asistido de acuerdo con el Título 1 de WIA es un programa de Igualdad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El numero de TDD/TTY es 1-800-743-3333.

Facts About WorkOne Services



FIND A JOB NOW

Come see us. Visit a WorkOne office. Get help job searching. Register for a workshop. Talk to an employment specialist for the best guidance moving your career forward today.



<https://gotoworkone.com/home>

TRAINING & EDUCATION



Need an HSE diploma or a career certificate? We can help. Are you interested in On-The-Job Training? Ask our staff about training opportunities.

<https://gotoworkone.com/home>

UNEMPLOYMENT BENEFITS

If you are unemployed due to no fault of your own, you may be eligible for unemployment benefit insurance. To file a claim, call 1-800-891-6499.

<https://www.in.gov/dwd/indiana-unemployment/file/>



SKILLS WORKSHOPS



WorkOne workshops take 30-45 minutes and give you the latest information and tools. Trained facilitators give you the best advice to achieve your career goal.

<https://gotoworkone.com/home>

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ADDITIONAL SERVICES and INFORMATION:

Unemployment

To file an Unemployment Insurance Claim:
<https://uplink.in.gov/CSS/CSSLogon.htm>
and create an Uplink account.

For Unemployment Help, call the
Unemployment Customer Service
Center: 800-891-6499.



**To learn more about this exciting
opportunity, contact an IMPACT case
worker or call:
800-403-0864, and choose Option 3.
*Now Offering Child Care Support Services!***



SNAP Benefits

Supplemental Nutritional Assistance
Program (SNAP) Go to:
in.gov/fssa/dfr/2691.htm
*Provides food assistance to low- and
no-income individuals and families.*



Vocational Rehabilitation

VR Services provide quality individualized
services to enhance & support people with
disabilities to prepare for, obtain,
or retain employment.
Call: 800-545-7763 Go to: <http://vrs.in.gov>



Proteus provides services & financial
assistance to help migrant & seasonal farm
workers qualify for better jobs & achieve a
better standard of living.
Call: 855-765-6687
Go to: www.proteusinc.net

Trade Adjustment Assistance (TAA)

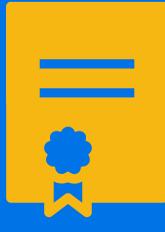


TAA seeks to provide U.S. Workers who
are adversely affected by trade with the
opportunity to obtain skills, resources,
and support to become reemployed.
<https://www.in.gov/dwd/taa>.



Indiana Adult Education programs provide math, reading, and writing
education instruction at no cost to help you attain the skills
needed to earn a high school equivalency diploma.
Go to: <https://www.in.gov/dwd/career-training-adult-ed/adult-ed/>.

Region 2 Adult Education Information



**High School
Equivalency**



WorkOne (Elkhart Office):

430 Waterfall Dr | Elkhart, IN 46514 | Telephone: (574) 239-2679

Elkhart Community Schools Adult Education:

2720 California Rd | Elkhart, IN 46514 | Telephone: (574) 262-5678

Gateway Education Center (Warsaw Community Schools):

850 E Smith Rd | Warsaw, IN 46580 | Telephone: (574) 371-5019 EXT: 4003

Horizon Education Alliance:

124 E Washington St | Goshen, IN 46528 | Telephone : (574) 970-5820

Marshall County Adult Education (Plymouth Community Schools):

220 N Liberty St | Plymouth, IN 46563 | Telephone: (574) 936-7268 EXT: 2616

South Bend Community Schools Adult Education:

737 Beale St | South Bend, IN 46616 | Telephone: (574) 393- 5812

Career Academy South Bend:

3801 Crescent Dr | South Bend, IN 46628 Telephone: (574) 299-9800

Elkhart Area Career Center:

2424 California Rd | Elkhart, IN 46514 | Telephone: (574) 262-5670



North Central CTE Cooperative:

220 N Liberty St | Plymouth, IN 46563 | Telephone: (574) 914-4884

Pathways Wawasee Area Career & Technical Education Cooperative:

1 Warrior Path Building Ste 1 | Syracuse, IN 46567 | Telephone: (574) 457-3147

South Bend Comm. Schools Corp. Career & Technical Education:

737 Beale St | South Bend, IN 46616 | Telephone: (574) 393-6000

Warsaw Area Career Center:

1 Tiger Ln | Warsaw, IN 46580 | Telephone: (574) 371-5074

Find out more about Adult Education at:

<https://www.in.gov/dwd/career-training-adult-ed/adult-ed/>

Top Demand Occupations



Occupations listed are growing in-demand careers in Northern Indiana. These are careers that can be supported with funding to ensure skill development that matches the workforce needs of businesses and employers throughout Region 2.

Accountant and Auditor
 Administrative Services Manager
 Agricultural and Food Science Technician
 Architectural and Engineering Manager
 Assembler & Fabricator
 Automotive Service Technician/Mechanic
 Bookkeeping, Accounting, and Auditing Clerk
 Bus and Truck Mechanics and Diesel Engine Specialist
 Carpenter
 Chemical Equipment Operator and Tender
 Clinical Laboratory Technologist
 Computer and Information Systems Manager
 Computer Numerically Controlled Operator/Programmer (CNC)
 Computer Software Developer
 Computer Systems Analyst
 Construction Laborer
 Construction Manager
 Correctional Officer
 Counselor
 Customer Service Representative
 Dental Assistant
 Dental Hygienist
 Education Administrator
 Educational, Vocational, and School Counselor
 Electrical and Electronic Engineering Technician
 Electrician
 Electronics Engineer, Except Computer
 Elementary, Middle School and Secondary School Teacher
 Emergency Paramedic, EMT
 Executive Secretary and Administrative Assistant
 Financial Manager
 First-line Supervisor/Manager of Construction Trades & Extraction Workers
 First-line Supervisor/Manager of Mechanics, Installers, & Repairers
 First-line Supervisor/Manager of Office and Administrative Support Workers

First-line Supervisor/Manager of Office and Administrative Support Workers
 First-line Supervisor/Manager of Production & Operating Workers
 First-line Supervisor/Manager of Retail Sales Workers
 First-line Supervisor/Manager of Transportation & Material-Moving Machine and Vehicle Operators
 General and Operations Manager
 General Office Occupation
 Heating, Air Conditioning, and Refrigeration Mechanic and Installer
 Home Health Aide
 Human Resources Specialist
 Industrial Engineering Technologist and Technician Industrial Engineer
 Industrial Production Manager
 Industrial Machinery Repairer/Maintenance
 Industrial Truck and Tractor Operator
 Inspector, Tester, Sorter, Sampler, and Weigher
 Laborer and Freight, Stock, and Material Mover, Hand
 Licensed Practical Nurse (LPN)
 Machine Operator and Assembler
 Machinist
 Maintenance and Repair Worker
 Management Analyst
 Material Moving Worker
 Mechanical Engineer
 Medical and Clinical Laboratory Technologist
 Medical and Health Services Manager
 Medical Assistant
 Medical Record and Health Information Technician
 Millwright
 Multiple Machine Tool Setter, Operator, and Tender, Metal and Plastic
 Network and Computer Systems Administrator
 Nurse Practitioner
 Nursing Assistant
 Occupational Therapist
 Pharmacist
 Pharmacy Technician

Plumber, Pipefitter and Steamfitter
 Police and Sheriff's Patrol Officer
 Postsecondary Teacher
 Precision Electrical and Electronic Equipment Assembler
 Precision Metal Worker
 Production Worker
 Radiological Technologist
 Registered Nurse (RN)Respiratory, Occupational
 Physical Therapist
 Sales Representative
 Secretaries and Administrative Assistant
 Security Guard
 Semiconductor Processing Technician
 Shipping, Receiving, and Traffic Clerk
 Social Worker
 Solar Photovoltaic Installers
 Special Education School Teacher
 Surgical Technologist
 Team Assembler
 Tool & Die Maker
 Truck Driver, Heavy and Tractor-Trailer
 Truck Driver, Light
 Veterinarian
 Welder, Cutter, Solderer, and Brazier



EMPLOYER BUSINESS SERVICES

Job Posting & Recruitment Events | Screening Services | Qualified Applicant Searches | WorkKeys Job Task Analysis & Assessments
On-the-Job Training Grants | Space to Conduct Interviews

**EMPLOYERS, DO YOU NEED TO HIRE A NEW EMPLOYEE?
BEFORE YOU DO, CONSIDER THE ON-THE-JOB WAGE REIMBURSEMENT PROGRAM!**



WHAT IS ON-THE-JOB TRAINING?

- OJT's offset extensive employer costs of onboarding and training new hires.
- OJT Training Grants provide up to 50% wage reimbursement for each eligible new hire during initial training.
- OJT's have minimal paperwork. We manage the process for you.
- OJT Programs help employers reduce employee turnover.

Employers, Are You Looking to Skill Up Your Workforce? Consider APPRENTICESHIPS.

APPRENTICESHIPUSA™

Benefits for the Apprentice:

- Earn higher wages and increase your earning potential.
- Receive relevant training.
- Gain experience.
- Increase skills and proficiencies.
- Access a pathway to college.
- Employer is invested in learning and training.
- Clear career paths and opportunities



Benefits for the Employer:

- 93% of apprentices retain employment after completing an apprenticeship program.
- Develop apprenticeship standards that meet training needs.
- Identify key roles and responsibilities for the apprenticeship.
- Determine the process of program operation, work processes, related technical instruction, and progressive wages!

Contact your local WorkOne office for more information!

JAG Indiana

JOBS FOR AMERICA'S GRADUATES

Jobs for America's Graduates (JAG) Program is dedicated to helping students succeed in high school and beyond! JAG Indiana has assisted More than 20,000 Hoosier students graduate high school, pursue secondary education, and secure quality entry-level jobs leading to career opportunities. JAG students compete in regional, state, and national competitions and receive scholarships up to \$5,000. More than 6,000 students have participated in over 130 JAG Programs throughout Indiana.



Schools listed offer the JAG Program in Region 2.
Ask your counselor how you can join the JAG team.

St. Joseph County:

-Washington High School

-Riley High School

-Adams High School

-Purdue Polytechnic High School

-Laville High School

-Pennway Alternative

Elkhart County:

-Elkhart High School

-Goshen High School

-Jimtown High School

-Goshen Alternative

Marshall County:

-Culver High School Specialist

Kosciusko County:

-Tippecanoe High School

-Warsaw High School

-Whitko High School

-Wawasee High School

-Gateway

Fulton County:

-Rochester High School

College Programs:

-Ivy Tech CSP

For more information about Region 2 JAG Programs,
reach out to:

Madison Sims

In School Youth (JAG) Support Manager
madison.sims@gotoworkone.com

WORKFORCE READY GRANT



The Workforce Ready Grant pays for all tuition and regularly assessed fees for qualifying high-value certificates at any eligible training provider. To qualify, recipients must:

- Be an Indiana resident and a U.S. Citizen (or eligible non-citizen)
- Have a high school diploma (or equivalent) but less than a college degree
- Be eligible for state financial aid and file the FAFSA (for certain programs and providers)
- Enroll in a qualifying program at an approved training provider
- Meet any additional requirements for certain training providers and programs

**More than 31,000 Hoosiers
have been trained for a better
job through the
Workforce Ready Grant.**



**Workforce Ready Grant
recipients earn nearly \$7,000
more after getting a certificate.**

For more information on the
Workforce Ready Grant in Region 2,
Contact your local WorkOne office!

JOB SEEKERS

FOLLOW THE PATH

TO A BETTER LIFE

WHAT IS NEXT LEVEL JOBS?

Next Level Jobs provides free training for Indiana's highest-demand jobs. Enroll now to be on your way to a better-paying career.

STEP 1

VISIT NEXTLEVELJOBS.ORG

Select **Next Level Job Seeker** and complete a short survey.

STEP 3

EARN YOUR FREE CERTIFICATE

Complete your training close to home.

STEP 2

CONNECT WITH A TRAINING PROVIDER

Receive an email with next steps.

STEP 4

GET A BETTER JOB

Connect with employers in your area.



ADVANCED
MANUFACTURING



BUILDING &
CONSTRUCTION



HEALTH &
LIFE SCIENCES



IT & BUSINESS
SERVICES



TRANSPORTATION
& LOGISTICS

ENROLL NOW AT
NEXTLEVELJOBS.ORG

NEW JOB CHECKLIST

Here are 11 factors to consider when starting your job search. Rate each of them 1 - 5. 1 is very important and 5 is not important at all

- Benefits - health insurance, 401K...
- Commute or drive from home
- Work Schedule / Shift
- Great Culture
- Growth Opportunities
- Work - Life Balance
- Clean building - work environment
- Training / Certification Opportunities
- Management Fit
- Important and interesting work
- Wage / Salary / Hourly Pay

VETERAN SERVICES



WorkOne is committed to providing Veterans with priority service in transitioning from a military to a civilian workforce. Veteran Specialists provide employment services to eligible Veterans and eligible spouses with significant barriers to employment.



Zachary Perez
Disabled Veterans Outreach
Program Specialist
Jobs for Veterans State Grant
Email: zperez@dwd.in.gov

Ernie Rivas
Local Veteran
Employment Representative
Jobs for Veterans State Grant
Email: erivas@dwd.in.gov

<https://gotoworkone.com/home>





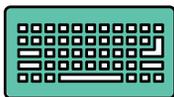
Announcing the ➤hardly AI-powered Resume Builder Workshop!

Register today!
Walk out with a great
resume that will get
you noticed!



The AI-Powered Resume Workshop is designed for the job seeker who wants to get the best results using an AI tool that includes a dashboard with multiple resumes, job search tracker, cover letter builder, resource library and more.

Scan the QR Code to register.



The AI-Powered Workshop is offered and facilitated by an instructor who will assist you in getting the best use of the Hardly software. Already have a resume? Bring it with you!

Get tips & advice.

WorkOne
Northern Indiana
americanjobcenter





What to Bring to the **↳hardly** AI-powered Resume Builder Workshop



We suggest you read and either bring or have online access to:

- **Your Digital Resume:**
 - Bring it on a thumb drive.
 - Access it from your email.
 - Download it from the site.
- **3-4 Job Descriptions You Like:**
 - You will be able to load these into the Hardly site and use them when creating your resume(s).
- **IndianaCareerConnect.Com:**
 - Be able to log in to ICC.



- **LinkedIn Profile:**
 - Know your login to access your profile and job postings.
- **Access job search engine accounts like Indeed.Com**
 - Know your login to access your profile and job postings.



Workshops are held every Monday and Thursday!

Hardly-AI Workshops are held every Monday and Thursday, between Warsaw, Elkhart, and South Bend WorkOne.

Register with any staff person or by going to the website:

<https://gotoworkone.com/home>





Job Seekers Workshop SCHEDULE

MON

Warsaw and
 Elkhart:

9AM- Job
 Searching
 Techniques

11AM- AI
 Resume

2PM-
 Interviewing

TUE

South Bend:

9AM- Resumes

11AM-
 Interviewing

2PM- Using ICC

WED

Virtual
 Workshops
 on TEAMS:

9AM- Using ICC

11AM- Job
 Searching
 Techniques

2PM- Interviewing

THU

Warsaw and
 South Bend:

9AM- AI Resume

11AM- Career
 Interest

2PM- Job
 Searching

FRI

Elkhart:

10:45AM- Career
 Interest

1PM- Resumes

3PM- Using ICC

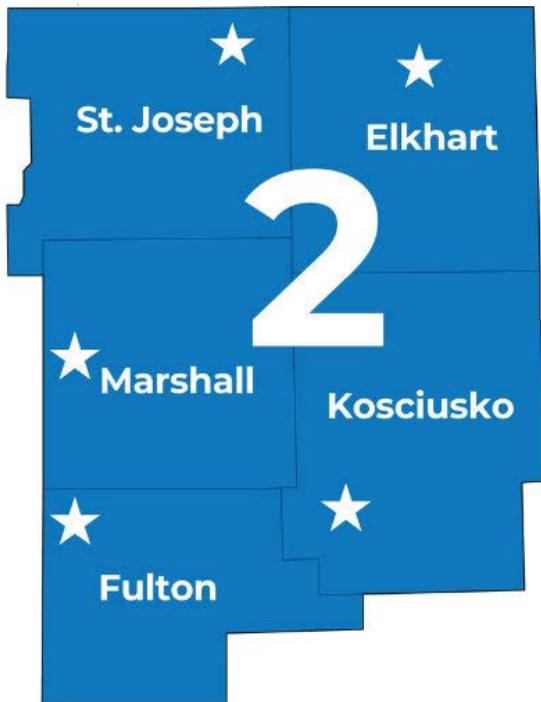
Registering for workshops can be done through Indiana
 Career Connect or our website: <https://gotoworkone.com>

WorkOne Northern Indiana Office Locations

WorkOne Region 2 hours are listed below.*

Monday-Thursday: 8AM-4:30PM

Friday: 10:30AM-4:30PM



Northern WorkOne Region 2 Offices

Elkhart WorkOne (Elkhart County)
430 Waterfall Dr. Elkhart, IN 46516
Phone: (574) 295-0105

South Bend WorkOne (St. Joseph County)
220 W Colfax Ave STE 200 South Bend, IN 46601
Phone: (574) 237-9675

Southern WorkOne Region 2 Offices

Plymouth WorkOne (Marshall County)
510 W Adams St., Plymouth, IN 46563
Phone: (574) 936-8919

*Plymouth WorkOne is open on Mondays, Thursdays, & Fridays.

Warsaw WorkOne (Kosciusko County)
3113 E Center St., Warsaw, IN 46580
Phone: (574) 269-3050

Rochester WorkOne (Fulton County)
911 Main St. Rochester, IN 46975
Phone: (574) 223-8542

*Rochester WorkOne is open Monday-Wednesday each week.

January/February 2025 Office Closings:

January 1st- New Years Day

January 20th- Martin Luther King Jr. Day



**NORTHERN
INDIANA
WORKFORCE
BOARD, INC**



An initiative of the Northern Indiana Region 2 Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333. El Programa de Financiamiento asistido de acuerdo con el Título 1 de WIA es un programa de Igualdad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El número de TDD/TTY es 1-800-743-3333.

Oversight provided by Region 2 Workforce Board