

## CONTACT US



[www.ocwny.org](http://www.ocwny.org)



Oswego County Workforce New York  
Oswego County Youth Works  
Oswego County Employment & Training



Oswego County Workforce New York



Oswego County Workforce New York



**OUR AIM IS TO  
HELP YOU  
REACH YOUR  
EMPLOYMENT  
GOALS!**

### Fulton Office

200 North Second Street  
Fulton, NY13069

Tel: (315)591-9000

Fax: (315)591-9047

TTY:(315)591-9247

### Hours of Operation:

Monday - Friday, 8:30am - 4:30 pm

### Mexico Office

100 Spring Street, PO Box 1320  
Mexico, NY 13114

Tel: (315)963-5512

Fax: (315) 963-5538

TTY: (315)963-5055

### Hours of Operation:

Monday, 8:30 am- 6:00 pm

Tuesday - Friday, 8:30 am- 4:00 pm

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.



## **DIRECTORY OF PROGRAMS & SERVICES**



## WE OFFER

- ❖ Job listings and employer recruitments
- ❖ Internet, computers, and printer access
- ❖ Fax and copy machines, bond paper for resumes
- ❖ Phone bank including TTY access
- ❖ Labor market and in-demand occupation information

## CAREER PLANS FOR ELIGIBLE 16-24 YEAR OLDS

- ❖ Comprehensive guidance and counseling
- ❖ Tutoring and study skills to help graduate high school
- ❖ Preparation and transition to post high school education
- ❖ Mentoring and financial literacy
- ❖ Entrepreneurial and leadership development
- ❖ Gain experience in your chosen industry through the following programs:
  - Paid or Unpaid Work Experience
  - On-the-Job Training or Internship
  - Summer Youth Employment Program
- ❖ Tuition assistance for occupational skills training

Program Eligibility will be determined at initial assessment appointment

# **Our Career Centers Offer the tools to make your job search a success!**

## DEVELOP A CAREER PLAN

- ❖ Skills identification and career exploration
- ❖ Upgrading skills using Metrix Learning System with free access to thousands of online courses
- ❖ You may qualify for financial assistance for one of the following:
  - On-the-Job Training (OJT) –earn while you learn
  - Training Scholarship-financial assistance for educational programs or short-term vocational classes
  - Supportive Services–work clothes, transportation expenses, childcare, and more

## WORKSHOP TOPICS

- ❖ Intro to Computers
- ❖ Internet Job Search
- ❖ Ready Set GO (to Work)
- ❖ Interview Skills
- ❖ Social Media & Your Job Search
- ❖ Over 40 & Hired
- ❖ Successful Resume Writing
- ❖ Cover Letters
- ❖ Understanding the Civil Service System
- ❖ Microsoft Excel 2016
- ❖ Microsoft Word 2016
- ❖ QuickBooks

## PRIORITY OF SERVICE TO VETERANS AND THEIR SPOUSES

- ❖ Veterans are served first by the next available staff members
- ❖ Given first priority for job referrals and training for which they are eligible and qualified

For more information visit the New York State Department of Labor website:  
[www.labor.ny.gov/vets/vetintropage.shtm](http://www.labor.ny.gov/vets/vetintropage.shtm)