

## Job Connections OCS

### PROGRAM LOCATIONS

#### Oahu

1085 S. Beretania Street, Suite 206  
Honolulu, HI 96814  
Phone: (808) 946-9675  
Fax: (808) 951-1033  
Program Coordinator - Helene Abordo  
Email - HAbordo@higoodwill.org

#### Hilo

200 Kanoelehua Avenue, Suite 101  
Hilo, HI 96720  
Phone: (808) 934-8118  
Fax: (808) 935-5979  
Program Coordinator - Phyllis Wintter  
PWintter@higoodwill.org

#### Maui

250 Alamaha Street, Suite N17  
Kahului, HI 96732  
Phone: (808) 871-4143  
Fax: (808) 873-3974  
Program Staff - Jennilee Mori  
JMori@higoodwill.org

#### Kauai

4334 Rice Street, Suite 205  
Lihue, HI 96766  
Phone: (808) 346-1402  
Operations Coordinator - Keri Russell  
KRussell@higoodwill.org

### PROGRAM HOURS

Monday - Friday  
7:30 a.m. - 4:30 p.m.  
Call for Job Readiness Schedule

### WEBSITE

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

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## Job Connections

Learn how to get the job you want.  
Learn how to keep the job you want.  
Learn how to be self-sufficient.



## Office of Community Services

Goodwill Industries of Hawaii, Inc.  
helps people with employment barriers to  
reach their full potential and become self-sufficient.

# **JOB CONNECTIONS**

## **OFFICE OF COMMUNITY SERVICES**

It can be difficult to support yourself and your family if you do not have the right training and employment resources. Job Connections Office of Community Services (OCS) can teach you skills and techniques that will give you an advantage in today's economy.

### **JOB CONNECTIONS OCS WILL HELP YOU:**

- Identify the right job for you
- Interview well to get you that job
- Keep your job and become promotable
- Acquire the tools and assistance to become self-sufficient

Job Connections OCS offers training in a relaxed classroom environment. Participants actively work on their job search with assistance and guidance from program staff.

### **SERVICES ARE FREE**

### **JOB SEARCH TRAINING**

Participants learn the skills necessary to secure and maintain competitive employment. Training includes group and individual activities.

### **JOB CLUB TOPICS:**

- Vocational exploration
- Resumes and cover letters
- Application preparation
- Job search strategies
- Interviewing skills
- Employment stability

**WALK-INS WELCOME!**

### **CASE MANAGEMENT SERVICES:**

- Frequency of services is based on individual's needs
- Identify individual and family needs
- Provide referral services
- Provide assistance and training in life skills, time management, budgeting, etc.
- Participants direct services through the individual planning process.
- Other services, as needed, to facilitate growth and development of self-reliance

### **JOB SEARCH TOOLS**

Participants have access to a wide variety of tools:

- Qualified Staff
- Computers and printers
- Reference library
- Daily newspaper
- Copy and fax machine
- Telephone

### **FOLLOW-UP SERVICES**

Job Connections OCS will provide follow-up and support services for one year following a participant's hire date to assist the new employee with issues relating to adjustments to the work place.

### **ELIGIBILITY**

Job Connections OCS services are offered free of charge to anyone 18 years or older who meets the income criteria, which is at or below 150% of the poverty guidelines. Participants must be capable of maintaining employment.

Services are provided on a first come first serve basis. If the program is full to capacity, there may be a short wait time. Please call the program office for service availability and upcoming training schedule.