

APPENDIX N

YOUTH AND ADULT EMPLOYMENT REFERRAL SERVICES

REGIONAL JOB PLACEMENT/COUNSELING AND INTAKE SERVICES

The offices listed below are sponsored by the designated school district or contracted human service agency, and are funded under the federal Job Training Partnership Act (JTPA). They provide a range of employment services: classroom training, on-the-job training, vocational testing, career information, limited internships and work experience, employment and work adjustment counseling. The ages served are generally 14 years and older, and are mainly available for the economically disadvantaged. Not all programs are available for all age groups. Some agencies may provide summer employment opportunities. Please contact the individual agency for specifics. No fees are charged.

AGENCY	COMMUNITIES SERVED	OFFICE HOURS	PHONE
Ferndale Career Center* Project Jobs 713 East Nine Mile Road Ferndale, MI 48220	Ferndale, Royal Oak summer programs (14-21 year olds).	8:00 a.m. to 5:00 p.m. Mon/Tue/Thur/Fri 9:00 a.m. to 7:00 p.m. Wednesday	(248) 545-0222 Fax: (248) 545-6144
Foundation for Behavioral Resources ** 28 North Saginaw Pontiac, MI 48342	Pontiac area Work First Program for AFDC recipients.	8:00 a.m. to 4:30 p.m. Monday - Friday	(248) 332-0394 (248) 322-9139
North Oakland Career Center 2218 South Milford Road Highland, MI 48357	Highland, Milford, Commerce Township, White Lake Township, and South Lyon.	8:00 a.m. to 5:00 p.m. Monday - Friday	(248) 889-0410 Fax: (248) 889-4314
North Oakland Career Center* 1370 South Lapeer Road Oxford, MI 48371	Oxford, Lake Orion Any communities dealing with unemployment.	8:00 a.m. to 5:00 p.m. Monday - Friday	(248) 969-2399 Fax: (248) 969-0836
North Oakland Career Center* 113 South Saginaw Holly, MI 48442	Holly	8:00 a.m. to 5:00 p.m. Monday – Friday	Fax: (248) 634-4080
Oakland Community College* Workforce Preparation Services 17 S. Saginaw, 3rd Floor Pontiac, MI 48342	Laid-off and dislocated workers throughout Oakland County. Work First Program for the Pontiac area.	8:00 a.m. to 5:00 p.m. Monday – Friday	
Orion Community Placement** CERC Building 455 E. Scripps Rd. Lake Orion, MI 48360	Auburn Hills, Independence Township, Orion Township, Pontiac, Waterford Township, White Lake Township.	8:00 a.m. to 4:00 p.m. Monday – Friday Appointment only	(248) 693-5485 (248) 693-5670

The Resource Network, Inc. ** 196 Oakland Suite 103 Pontiac, MI 48342	Work First Program for the Pontiac area.	9:00 a.m. to 5:00 p.m. Monday – Friday	(248) 335-6620 Fax: (248) 335-1292
Southfield Career Center* 21030 Indian Southfield, MI 48034	Southfield, Novi, Farmington, South Lyon, Clarenceville, Farmington Hills.	8:00 a.m. to 5:00 p.m. Mon., Tues., Thurs. & Fri. 8:00 a.m. to 7:00 p.m. Wednesday	(248) 945-5100 Fax: (248) 945-5115 TDD: (248) 354-4831
Troy Career Center* 550 Stevenson Highway, Suite 400 Troy, MI 48083 Web Address: www.troycareercenter.com	Troy, Madison Heights, Clawson, Rochester, Rochester Hills.	8:00 a.m. to :430 p.m. Monday - Friday	(248) 823-5101 Fax: (248) 823-5113 TDD: 1-800-649- 3777
Walled Lake Career Center* 615 N. Pontiac Trail Walled Lake, MI 48390	Walled Lake	8:00 a.m. to 4:30 p.m. Monday - Friday	(248) 956-5000
Waterford Community Placement Service** 1150 Scott Lake Road Waterford, MI 48328	Auburn Hills, Independence Township, Orion Township, Pontiac, Waterford Township, White Lake Township.	8:00 a.m. to 4:30 p.m. Monday - Friday	(248) 209-2449

These services are administered by:

* Oakland County Employment and Training Division (248) 858-5520

** Greater Pontiac Area Consortium (GPAC) (248) 858-1890 Employment Training Center
(248)-858-2112.

OTHER YOUTH EMPLOYMENT REFERRAL SERVICES

The main function of these programs is to solicit jobs from local businesses, agencies, and private citizens, and to make these jobs known to area youths who apply. Jobs handled by these offices are mainly part time year-round or summer jobs. Jobs range from lawn cutting, house painting, restaurant work, babysitting, recreation aid and store clerk. Some of these offices also provide information on how to prepare for a job interview, work permits, orientation to the world of work, and exploration of career options.

AGENCY	OFFICE HOURS	PHONE
Andover High School 4200 Andover Road Bloomfield Hills, MI 48302	10:50 a.m. to 12:40 p.m. Monday - Friday	(248) 540-9800 or (248) 335-4248
Birmingham Youth Employment Seaholm High School 2436 W. Lincoln Birmingham, MI 48009	7:30 a.m. to 2:30 p.m. Monday - Friday	(248) 433-8425
Bloomfield Hills Youth Employment Lahser High School 3456 Lahser Road Bloomfield Hills, MI 48302	10:00 a.m. to 4:00 p.m. Monday - Friday	(248) 341-5830
Clarkston Community Education 6300 Church Clarkston, MI 48346	8:00 a.m. to 4:00 p.m. Monday - Friday	(248) 623-4321
Clawson Student Placement Clawson High School 101 John M. Street Clawson, MI 48017	8:00 a.m. to 4:00 p.m. Monday - Friday	(248) 655-4200
Groves High School 20500 West 13 Mile Road Beverly Hills, MI 48025	7:30 a.m. to 2:30 p.m. Monday - Friday	(248) 203-3500
Hazel Park Job Placement Services Hazel Park High School 627 East Nine Mile Road Hazel Park, MI 48030	Summers Only 9:00 a.m. to 3:00 p.m. Monday - Friday	(248) 544-5216
Kimball High School 1500 Lexington Boulevard Royal Oak, MI 48073	8:00 a.m. to 4:00 p.m. Monday - Friday	(248) 435-8500
Pontiac Schools Job Placement Pontiac Northern High School 1051 Arlene Pontiac, MI 48340	7:30 a.m. to 3:30 p.m. Monday - Friday	(248) 451-7300
Royal Oak Job Placement Dondero High School 709 N. Washington Royal Oak, MI 48067	8:00 a.m. to 4:00 p.m. Monday - Friday	(248) 541-7100

AGENCY	OFFICE HOURS	PHONE
West Bloomfield Employment Service West Bloomfield High School 4825 Orchard Lake Road West Bloomfield, MI 48323	During School Year 8:00 a.m. to 2:00 p.m. Monday - Friday	(248) 865-6720

OAKLAND COUNTY MICHIGAN WORKS! AGENCY WORKFORCE DEVELOPMENT PROGRAMS AND ACTIVITIES

The Oakland County Workforce Development Board and the Oakland County Executive oversee several employment and training activities for the Oakland County Michigan Works! Agency (MWA). These activities, which are funded through the Workforce Investment Act (WIA) and other workforce development programs, teach individuals a skill and/or help them secure unsubsidized employment. Training activities are described below.

TRAINING ACTIVITIES

- **Classroom Training (CT)** involves basic skills training (e.g. reading, writing, and computation), occupational skills training, or a combination of the two. CT is usually conducted in a school-like setting and provides the academic and/or technical competence required for a particular type of job.
- **On-the-Job Training (OJT)** provides skills training for a specific occupation in an actual work setting. The participant learns necessary skills by performing a particular job that is usually in the private sector. OJT positions are established so the participant will subsequently become a regular employee of the employer who provides the OJT.
- **Work Experience (WE)** is short-term subsidized employment in the public sector that helps participants enter or re-enter the labor force. WE participants include adults who have been out of the labor force for an extended period, and youth.
- **Basic Skills Training (BST)** is designed to enhance the employability of participants by providing them with training in reading comprehension, math computation, writing, speaking, listening, problem solving, and reasoning. Basic Skills Training also develops the participant's capacity to use these skills in the workplace.
- **Job Search Assistance (JSA)**, which includes job search skills training and job club activities, helps the participant acquire full time employment. JSA services include resume writing, interviewing skills, labor market guidance, telephone techniques, information on job openings, and job acquisition strategies.

THE OAKLAND COUNTY CAREER CENTERS

Each of the following training activities is available at all of the Oakland County MWA's nine Career Centers, which the Workforce Development Board and the County Executive established in 1994. These centers operate all of the Board's programs according to a rigorous and uniform set of standards.

CAREER CENTER	CONTACT
Ferndale Project Jobs/Career Center 713 East Nine Mile Road Ferndale, MI 48220	Jeanne Deroche Phone: (248) 545-0222 Fax: (248) 545-6144
JobLink Career Center 1839 North Perry Pontiac, MI 48340	Roland Hill Phone: (248) 276-9470 Fax: (248) 276-9471
North Oakland Career Center - Highland 2218 South Milford Road Highland, MI 48357	Jana Johann Phone: (248) 889-0410 Fax: (248) 889-4314
North Oakland Career Center - Oxford 1370 South Lapeer Road Oxford, MI 48371	Cyd Cook Phone: (248) 969-2399 Fax: (248) 969-0836

Oak Park Career Center Clinton School 22180 Parklawn, Room #111 Oak Park, MI 48237	Mona DeFrancesco (248) 691-8480 Fax: (248) 545-0415
Southfield Career Center 21030 Indian Southfield, MI 48034	Eileen Bagley Phone: (248) 945-5100 Fax: (248) 945-5115
Troy Career Center 201 West Square Lake Road Troy, MI 48098	Dorothy Kaltz Phone: (248) 879-7586 Fax: (248) 879-8810
Walled Lake Career Center 615 North Pontiac Trail Walled Lake, MI 48390	Bernadine Bennett (248) 956-5000 Fax: (248) 956-6065
Waterford Career Center 1150 Scott Lake Road Waterford, MI 48328	Lori Keebaugh Phone: (248) 682-8738 Fax: (248) 682-0512

For more information about the Oakland County Michigan Works! Agency's workforce development programs and services please contact the Oakland County Workforce Development Division at (248) 858-5520. The Division administers the MWA's programs on behalf of the Workforce Development Board and the County Executive. The Workforce Development Division's address is 1200 North Telegraph Road, Dept. #437, Pontiac, Michigan 48341.

OTHER SERVICES

In addition to referral services listed above, the **Oakland Livingston Human Services Agency** provides work-experience programs, summer employment, and part-time jobs for economically disadvantaged youth. Also, the **Michigan Employment Security Commission** provides a job information and referral service for youth, age 16 and over. Finally, **The Pontiac Area Urban League** provides an employment referral service for youth, ages 16-20. Please check the main body of the Directory for further information on these agencies.