

What is a...

Colorado Workforce Center?

Welcome to the new “Colorado Workforce Center.” The Center provides easy access to a wide array of employment and training services. Following the trend initiated by the U.S. Department of Labor, Colorado has consolidated the many components of Job Service and Employment and Training services to maximize its ability to serve you and other job seekers, as well as area employers. At the Center you will find trained staff to help you with your job search. This user’s guide will assist you in becoming familiar with the Center.

What Are Some of the Key Features of the Center?

- ✓ **Universality:** Everyone, including individuals with disabilities, must have access to the new system.
- ✓ **Customer Choice:** You have a choice of services.
- ✓ **Service Integration:** You will be able to access many services through the Center.
- ✓ **Performance Outcomes:** Centers will be held accountable based on your (or the customer’s) feedback.



Who is the Center For?

Job seekers and employers

Who Are the Staff?

At the Center you will find well-trained staff who can help you with your job search. Here are the different kinds of staff members you will find at the Center:

Receptionist: Each Center will have a well-trained receptionist who will greet you when you come into the Center. The receptionist will provide assistance with registering for services and will either provide Center orientation or will introduce you to a co-worker who will do so.

Job Counselors: Job or career counselors will share information with you about the services available at the Center. In addition, they will assist you in deciding whether to pursue interest or vocational assessments, further education, or jobs you have previously considered.

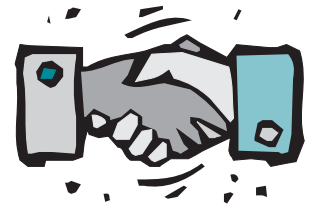
Resource Librarian: This person will provide you with an orientation to the library and show you how to use the books, newspapers, and computer programs (including the Internet) to help you with your job search.

Account Representatives: Account representatives are staff members who work closely with employers in the region.

What Does the Center Offer Me?

Prompt Registration: You will be registered within twenty-four hours of your first contact with the Center. You may register in person, over the telephone, or by using the Internet.

Orientation: You will be shown a video and given an information packet or a tour to introduce you to the Center.



Education and Training Program Information: Information will be available concerning: Internet job search access and/or job search workshops; financial assistance programs; apprenticeships and internships; School-to-Career partnerships; and, registration for community college classes.

Multi-Media Resource Library: You may use a multi-media resource library at the Center which will give you access to America's Job Bank, Colorado's Job Bank, the World Wide Web, State of Colorado job openings, and the Workforce Council's home page. (For further information about the resource library see the section titled "Resource Library" below.)

Labor Market Information: You will be given information at the Center such as jobs in demand, occupational placement rates, wage levels, skill requirements, job eligibility determination, and much more.

Skill Assessment: You will have the opportunity to share your career interests and abilities with a Center staff person. Usually this will occur in the form of a fifteen to thirty-minute interview to help you develop a plan to reach your employment goals.

Job Referral and Job Placement: After you become familiar with the Center and the staff gets to know you better, the staff will help you to find jobs you may want to apply for or refer you for a job interview. In addition, the staff may suggest training classes to help you gain the skills necessary for you to get the job you want.

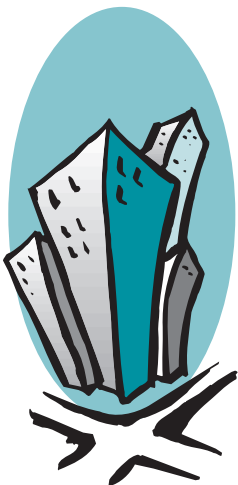
Self-Help Resume Preparation Resources: You will find helpful staff and computer programs to help you write your resume and do your job search. Examples of resources available to you include the Internet, JobLink, America's Talent Bank, resources located in the library, and more.

Veterans' Benefits and Services Information: Veterans will receive priority employment and training services from the Center.

Referral to Additional Services: Specialized services can be accessed at the Centers. The kinds of specialized community services you can pursue include vocational rehabilitation, Welfare-to-Work programs, employment programs for individuals with disabilities, senior citizens' employment programs, adult literacy, youth programs and more.

Workforce Investment Act: You will be considered for eligibility in the employment and training program.

Services for Unemployment Insurance Claimants: People who have lost jobs can use the Center to apply for Unemployment Insurance programs and to begin looking for another job.



What Resources Will I Find at the Center?

Each Center will feature a Resource Library with a wide variety of print and computer resources for you to use. Listed below are types of information available in the Resource Library (Alternative formats available upon request):

Print Resources:

Occupational/Labor Market Information
Bulletin Board with Job Postings (including federal & state postings)
Books about Job Search, Resume Preparation, etc.
Information about Workshops & College Courses
Transportation Information/Bus Schedules
Information about Apprenticeships & Internships
Unemployment Insurance Information & Applications



Newspapers
Lists of Service Organizations
Information about Labor Laws
Information about Financial Aid
Phone Books
Adult Education Information

Electronic or Computer Resources:

Voice Mailboxes for Job Seekers
Photocopiers
Computers with Internet Access
Adaptive Equipment for Individuals with Disabilities
Printers
Self-Help Software
(Teach yourself software applications, Typing, 10-Key, etc.)

Fax Machines
Telephones
Resume Writing Software
Self-Assessment Software
Sound-proof Room with TV/VCR
(View Information Videos, Practice Interviewing, etc.)



Remember that each Resource Library will vary slightly. However, the Resource Library will be host to a wealth of information and tools to assist in conducting a job search.

I s T h e r e a C o s t ?

Most of the services available at the Center are free of charge. However, there are some service charges. Ask the staff at the Center for more information about services you may have to pay for.



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For more information, contact: Joe Eitel • (303) 866-4991

This information is available in alternative formats upon request.

RETURN ADDRESS:

W h o D o I C o n t a c t ?

Serving Boulder County:

Workforce Boulder County
2905 Center Green Court, Suite B
Boulder, Colorado 80301
Phone: (303) 441-3985 • Fax: (303) 939-0054

Serving Arapahoe & Douglas Counties:

Arapahoe / Douglas Works!
14980 E. Alameda Drive
Aurora, Colorado 80010
Phone: (303) 636-1160 • Fax: (303) 636-1250

Serving Larimer County:

Larimer County Workforce Center
3842 South Mason Street
Ft. Collins, Colorado 80525
Phone: (970) 223-2470 • Fax: (970) 223-7456

Serving Weld County:

Employment Services of Weld County
1517 North 17th Avenue
Greeley, CO 80632
Phone: (970) 353-3800 • Fax: (970) 356-3975

Serving Jefferson, Gilpin & Clear Creek Counties:

Tri-County Workforce Center
730 Simms St., Suite 300
Golden, Colorado 80401
Phone: (303) 271-4700 • Fax: (303) 271-4708

Serving Pueblo County:

Pueblo WorkLink
201 Lamkin
Pueblo, Colorado 81003
Phone: (719) 253-7800 • Fax: (719) 253-7946

Serving Mesa County:

Mesa County Workforce Center
2897 North Ave.
Grand Junction, Colorado 81501
Phone: (970) 248-0871 • Fax: (970) 257-2219

Serving Denver County:

Denver One-Stop Career Center
Mayor's Office of Employment & Training
1391 North Speer Boulevard, Suite #500
Denver, Colorado 80204
Phone: (720) 865-5700 • Fax: (720) 865-5681

Serving Moffat, Routt, Jackson, Grand & Rio Blanco Counties:

Frisco Job Service Center
P. O. Box 679 (mailing)
602 Galena (street)
Frisco, Colorado 80443
Phone: (970) 668-5360 • Fax: (970) 668-3216

Serving Garfield, Eagle, Pitkin, Summit & Lake Counties:

Rural Resort
P. O. Box 679 (mailing)
602 Galena (street)
Frisco, Colorado 80443
Phone: (970) 668-5360 • Fax: (970) 668-3216

Serving Delores, San Juan, La Plata, Montezuma & Archuleta Counties:

Durango Workforce Center
331 South Camino Del Rio
Durango, Colorado 81301
Phone: (970) 247-0308 • Fax: (970) 247-0328

Serving Saguache, Mineral, Rio Grande, Alamosa, Conejos, Costilla, Huerfano & Las Animas Counties:

Southcentral Workforce Center
1016 West Avenue #6
Alamosa, Colorado 81101
Phone: (719) 589-5118
Fax: (719) 589-6762

Serving Park, Chaffee, Fremont & Custer Counties:

Upper Arkansas Workforce Center
172 Justice Center Road, Suite B
Canon City, Colorado 81212
Phone: (719) 539-6523 • Fax: (719) 539-1173

Serving El Paso & Teller Counties:

Pikes Peak Workforce Center
2306 East Pikes Peak Avenue
Colorado Springs, Colorado 80909
Phone: (719) 667-3700 • Fax: (719) 667-3753

Serving Crowley, Otero, Kiowa, Bent, Prowers & Baca Counties:

Southeast Workforce Center
103 East Elm
Lamar, Colorado 81052
Phone: (719) 336-2256 • Fax: (719) 336-2259

Serving Elbert, Lincoln, Kit Carson, Cheyenne, Yuma, Washington, Morgan, Logan, Sedgwick & Phillips Counties:

Eastern Colorado Workforce Centers
411 Main St.
Fort Morgan, Colorado 80701
Phone: (970) 867-9401 • Fax: (970) 867-0226

Serving Adams County:

Adams County One-Stop Career Center
7190 Colorado Boulevard, 5th Floor
Commerce City, Colorado 80022
Phone: (303) 227-2000 • Fax: (303) 227-2045

Serving Montrose, Delta, Gunnison, Ouray, San Miguel & Hinsdale Counties:

Western Colorado Workforce Center
525 East Main Street
Montrose, Colorado 81401
Phone: (970) 249-7783 • Fax: (970) 249-0445

