

Employment Resource Centre

Our fully equipped and staffed Employment Resource Centre has the information, technology and skilled personnel to take your job search to the next level. From putting the finishing touches on your résumé to accessing our Intake Referral Consultant, the Employment Resource Centre can be your headquarters for an effective job search.

The Employment Resource Centre is located in the main lobby of The Livingston Centre, where you can access these resources for your job search:

- ⇒ Various online job banks
- ⇒ Business & industrial directories
- ⇒ College & University calendars
- ⇒ Résumé & cover letter books
- ⇒ Phone books & telephone services
- ⇒ Free fax machine, photocopier, computer & internet access
- ⇒ Classified ads for Middlesex, Oxford and Norfolk Counties.
- ⇒ Phone Message System
- ⇒ Apprenticeship Info & Support.

Evening Services available. Please speak with your Employment Consultant.



Multi-Service Centre

Vision

Embracing Personal Independence



Celebrating a Caring Community

(in The Livingston Centre)

96 Tillson Avenue

Tillsonburg ON, N4G 3A1

Telephone: 519-842-9000

Fax: 519-842-4727

Employer Services

200 Broadway, Suite 206

Tillsonburg ON, N4G 5A7

Telephone: 519-842-3200

www.multiservicecentre.com



Tillsonburg & District

Multi-Service Centre (MSC)

Serving the Community Since 1978

Employment Services



- ◆ Employment Consulting
- ◆ Employment Resource Centre
- ◆ Employer Services



"Someone you know may need us"

**EMPLOYMENT
ONTARIO**

This *Employment Ontario* service is funded in part by the Government of Canada

Employment Services

Employment Consulting

Are you looking for employment? Multi-Service Centre Employment Services provide a broad range of employment supports for you. From access to funded training skills development programs, to the availability of wage subsidies for employers who would hire you, Multi-Service Centre Employment Services can help you find your next job.

- ⇒ Meet one-on-one with your own Employment Consultant
- ⇒ Career Exploration tools are available: Jackson Vocational Interest Survey (JVIS), Choices Planner and the Myers-Briggs Type Indicator (MBTI)[®]
- ⇒ On-going job search support including access to job leads from our Job Developers
- ⇒ Referrals to community supports assisting with housing, food, financial / personal counseling etc.
- ⇒ On-going support, including a mentorship program.

Service Eligibility: not working full time or in school full time (*some exceptions are possible*).

Strategies for Succeeding in Today's Job Market

This workshop series includes:

- ⇒ **Developing your Résumé & Cover Letter** - Gain increased knowledge of the theory & practice of résumé design.
- ⇒ **Accessing The Hidden Job Market** - Gain an understanding of how to tap into this hidden job market. Leave with excellent resources to assist with your job search.
- ⇒ **Polishing Your Interviewing Skills** - Become an expert on interview do's & don'ts!

Skills Development

- ⇒ **Second Career Strategy:** This may be an option for laid off, unemployed individuals to pursue skills training as a means to finding employment in occupations with demonstrated labour market prospects. Eligibility for this program can be discussed with an Employment Consultant.

Adult Literacy & Essential Skills

Adult students are empowered through improvement in reading, writing and essential skills, to reach individual goals linked to employment, further education/training and/or independence. Referrals can be made to this program area.

Employer Services

The Multi-Service Centre offers businesses, at no charge, easy and accessible recruitment services to assist with hiring needs. Services could include posting job vacancies, finding suitable candidates for interview/hire, gathering and pre-screening résumés, training incentive, job trials and continued follow-up and support.

We offer these services year round, plus also offer our special **Summer Jobs Service Program** designed specifically for summer students & summer hiring.

Call our Job Developers for further information and subsidy criteria.

