



The Region VI Partner Network brings together workforce development, education, and other human resource services in a customer-focused delivery network that enhances access to the services provided by the partners in the network. Individuals can access the partner services through the physical locations of American Job Centers (One Stop) in the Region VI Workforce Development Board region, or through electronic means. The aim of the Partner Network is to improve the long-term employment outcomes for individuals receiving assistance. Employers will benefit by having a trained, work-ready pool of individuals available to meet their hiring needs.

Region VI is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities. If you have a hearing impairment and need assistance, call WV Relay 7-1-1



## **NATIVE AMERICAN**

## **EMPLOYMENT AND TRAINING PROGRAM**

**If you are unemployed, underemployed, or low income  
and you are Native American, Alaskan Native or  
Native Hawaiian, contact:**

**WESTERN PENNSYLVANIA/NORTHERN WV  
REGION**

**(412) 722-2356** or [rjohn@cotraic.org](mailto:rjohn@cotraic.org)

A proud partner of the  
**americanjobcenter**  
network

AND

Pennsylvania  
**CareerLink**



448 Leonard Ave. Fairmont, WV 26554

304-366-3213

[jsole@disabilityactioncenter.com](mailto:jsole@disabilityactioncenter.com)

## **Disability Action Center Program Offerings:**

**Traditional DAC Calendar of Events:** These are the "tried and true" DAC favorites that clients and families have been attending for years. These classes include social and recreational opportunity classes as well as more educational and informative geared classes... all while having fun! These classes are all offered in the afternoons typically from 1 p.m. to 3 p.m. consecutively. Check the calendar of events to see what days each class is offered; there are two classes almost every afternoon on and off-site!

**Experience It Co-Op:** This is a partnership between the DAC and the Homestead Farm Center that provides a variety of classes and programs. These programs will be provided through classes and workshops available both during the day and afterschool. Many of these classes have a limit of seats, so calling in and reserving a seat is required as specified in the catalog and in the newsletter.

**Career Readiness Center and Division of Rehabilitation Services (DRS) Programs:** DAC offers a variety of employment programs through the WV DRS including the Daniel Memorial Life Skills Training and Assessment, Work Skills Assessment, Community Based Assessment, Job Coaching and Job Placement. All career readiness programming is designed to help individuals find and secure gainful employment, learn independent living skills, explore potential jobs, and identify clients' work strengths and abilities. Additional programs and supports are available for students age 14-21 in Career Exploration and Job Readiness.

**Advocacy:** Get involved with one of our three advocacy groups:

- **People First** is a self-advocacy group of adults with developmental disabilities who meet monthly with their peers to learn their rights and responsibilities and how to speak for themselves, how to make their voices heard, and how to make choices and chances in their lives. Opportunities to advocate statewide including conferences and trainings.
- **ABLE** (Ability, Beauty, Leadership, and Education) is a network of women with disabilities whose focus is to empower peers to reach their fullest level of independence.
- **MAN Club** (Men's Advocacy Network) is a network of young men whose common purpose is to support and encourage one another in setting and reaching personal life goals.

**Mission Transition:** Serving Marion County students with special needs in grades 9-12, focusing on transition into college, work, and post-high school adult life. Students participate in customized workshops, work-based experiences, family workshops, and more.

**Camp CAN-DO:** Camp CAN-DO is a week-long summer camp focused on learning, growing, supporting one another, and showing that We Can Do Anything! DAC's Camp Can-Do is open to individuals of all abilities and ages. If an individual requires staffing, requires personal assistance, or is under the age of 13, support staffing must be provided throughout the camp day.

**Compass Project:** The DAC Partners with the WVU Center for Excellence in Disabilities to provide demonstrations and loans of adaptive devices for Information Technology, Community Living, Education, Employment, Recreation, and Mobility.

**Special Olympics of Marion County:** Special Olympics offers children and adults with intellectual disabilities opportunities to participate in bowling, basketball, cheerleading, cycling, golf, volleyball, bocce, track & field, and tennis. Athletes participate both locally and on a state and national level.

**Homestead Farm Center:** Offers both onsite and offsite programming including many partnership programs under Experience IT Co-Op and the RURAL Program.

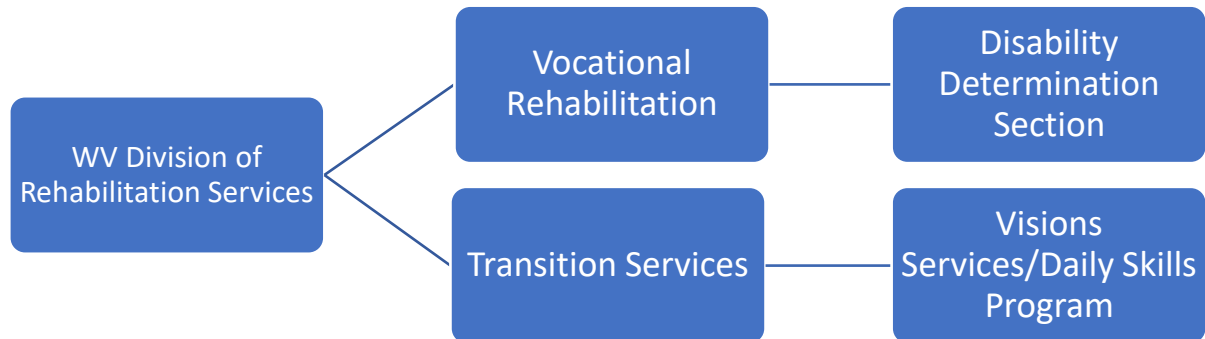
- **RURAL** (Rural to Urban Agricultural Learning) A one of a kind Farm to Urban outdoor learning program focusing on farming, gardening, livestock care, landscaping, use of agricultural resources.
- **SOW and GROW SUSTAIN:** Encourages participants to bring skills learned on the farm and food resources they have raised back to their own families and neighborhoods.
- **Harvest at Home:** Trains and supports participants with developmental disabilities in the creation of raised-bed gardens in their own backyards, so that they can bring their gardening skills back into their home communities and provide healthy food for their families and neighbors.
- **Day at the Farm and Farm Tours Programs:** Farm Tours are one-day farm experiences open to small special education classes and community organizations; contact HFC to schedule.





WEST VIRGINIA DIVISION OF  
REHABILITATION SERVICES

Clarksburg District Office  
WV State Office Building  
153 West Main Street, Suite F  
Clarksburg, West Virginia 26301  
P: 304.625.6044 | F: 304.627.2208  
Toll-free: 1.800.642.8207  
wvdrs.org  
Pisnu Bua-Iam, Director



**VOCATIONAL REHABILITATION:** Our mission is to enable and empower individuals with a disability to work and live independently and we are dedicated to working with individuals with a disability to obtain or maintain competitive employment. We offer **Transition Services** for students leaving secondary education to assist in entering postsecondary education or to find employment. **Vision Services** assist senior citizens with severe vision impairments with daily living skills training to aid in independent living.

**Services may include:**

- Vocational counseling and guidance
- Evaluation and assessment
- Pre-employment transition services
- Job development and placement assistance
- Vocational training and educational assistance
- Supported employment
- Rehabilitation technology

**Your local offices:**

Clarksburg	304-625-6044
Fairmont	304-367-2714
Morgantown	304-285-3155
Elkins	304-269-0547
Weston	304-269-0547

**Disability Determination Section (DDS):** Assists those that are unable to work with benefits such as Social Security Disability Insurance (SSDI) or Social Security Insurance (SSI). You may begin the filing process for SSDI or SSI by contacting the Social Security Administration in one of three ways:

1. Apply online
2. Call 1-800-772-1213
3. Visit your local Social Security Office

*Together, we enable and empower individuals with disabilities to work and to live independently by providing individualized services to consumers and employers.*

# ***Full Circle Program***

## **Marion County Adult & Community Education Center**

### **What is Full Circle?**

The Full Circle Program is a very unique program that provides adults with the opportunity to acquire and improve functional skills.

**Who is it for?** The Full Circle Program is for ANYONE in the community. Participants do not have to be signed up for unemployment to take advantage of these workshops.

**How much does it cost to attend?** All Full Circle Workshops are FREE to anyone in the community.

**What kind of Workshops are Offered?** Full Circle offers workshops in Basic Computer Skills, Microsoft Office Programs, Resume Writing, Interview Skills, Finding Jobs Online, Filling Out Online Job Applications for Beginners, and much more. Workshops are typically 2-3 hours and offered during scheduled hours.

**What kind of certifications are offered?** Full Circle also offers certifications in Computer Essentials, Microsoft Word, and Microsoft Excel.

The West Virginia Department of Education recognizes that today's workplace presents numerous opportunities and challenges for adults in West Virginia. Employers need workers with strong basic skills and an ability to adapt to change. Today's families are faced with multiple responsibilities as they address their children's educational needs, as well as their own. The Adult Basic Education Program (ABE) of the West Virginia Department of Education has developed such a system for adult learners. ABE programs provide adults with the opportunity to acquire and improve functional skills necessary to enhance the quality of their lives as workers, family members, and citizens. These programs play an important role in fostering productive employment, effective citizenship, personal and family growth, self-esteem, and dignity for adult learners.

Students can....

- Gain the necessary skills to meet the entrance requirements for vocational or other educational placement programs
- Obtain problem-solving and thinking skills needed to meet the growing demands of higher education requirements
- Obtain computer skills to access information that is needed to become knowledgeable in today's Information Age
- Earn certificates to document mastery of important job readiness and work foundation skills
- All Adult Basic Education classes are free of charge

**All Workshops are FREE and held at the Marion County Adult & Community Education Center 601 Locust Ave., Fairmont, WV 26554**

**To register call 304-363-7323 or email [fullcirclefairmont@yahoo.com](mailto:fullcirclefairmont@yahoo.com)**





- Persons Aged 62 and above
- Persons With disabilities
- Subsidized Apartments
- Pet-Friendly Locations
- On-Site Management
- High-Quality Maintenance

## Northern West Virginia

**Beth Place**  
675 Kuykendall Street  
Romney, WV 26757  
(304) 822-7985

**Eastview Unity**  
200 Jefferson Street  
Fairmont, WV 26554  
SENIOR CITIZEN (304) 366-6934

**Gihon Unity**  
2601 Unity Place  
Parkersburg, WV 26101  
SENIOR CITIZEN (304) 428-7176

**Marion Unity**  
401 Quincy Street  
Fairmont, WV 26554  
SENIOR CITIZEN (304) 366-2616

**Morgantown Unity**  
400 North Willey Street  
Morgantown, WV 26505  
SENIOR CITIZEN (304) 296-5519

**Romney Unity**  
40 Fairfax Street  
Romney, WV 26757  
SENIOR CITIZEN (304) 822-7985

**South Parkersburg Unity**  
2600 Unity Place  
Parkersburg, WV 26101  
SENIOR CITIZEN (304) 424-7323

**Unity Court**  
2604 Unity Place  
Parkersburg, WV 26101  
SENIOR CITIZEN (304) 424-7323

**Unity House**  
3180 Collins Ferry Road  
Morgantown, WV 26505  
(304) 598-8665

**Wellsburg Pleasant**  
2702 Commerce Street  
Wellsburg, WV 26070  
(304) 737-3707

**Wellsburg Unity**  
2702 Commerce Street  
Wellsburg, WV 26070  
SENIOR CITIZEN (304) 737-3707

## Southern West Virginia

**South Charleston Unity**  
4718 Kanawha Avenue, SW  
South Charleston, WV 25309  
SENIOR CITIZEN (304) 766-2464

**Fayette Hills Unity**  
300 High Street South  
Oak Hill, WV 25901  
(304) 465-8240

**Cross Lanes Unity**  
101 Unity Lane  
Cross Lanes, WV 25313  
SENIOR CITIZEN (304) 776-8474

**West Hamlin Unity**  
22 Unity Place  
Branchland, WV 25506  
(304) 824-3717

**Highview Unity**  
701 Garvin Avenue  
Charleston, WV 25302  
(304) 346-2162

**Lincoln Unity**  
7 Lincoln Plaza  
Branchland, WV 25506  
SENIOR CITIZEN (304) 824-3717

**Thomas Patrick Maroney Unity**  
1004 John Norman St.  
Charleston, WV 25301  
(304) 341-0405

**Renaissance Village**  
9 Wyoming Street  
Welch, WV 24801  
(304) 436-2044

**Cabell-Huntington**  
601 Sixth Street  
Huntington, WV 25701  
(304) 522-8400

**Pay No More Than 30% of Your Gross  
Income For Rent and Utilities!**

[hrdewv.org](http://hrdewv.org)

SENIOR  
CITIZEN





# HRDF

**HUMAN RESOURCE DEVELOPMENT FOUNDATION**

1369 Stewartstown Road  
Morgantown, WV 26505  
304-296-8223  
Website: [hrdfwv.org](http://hrdfwv.org)

HRDF's employment and training initiatives focus on the provision of services to disadvantaged youth, the ex-offender population, and dislocated workers. These services are provided through programs funded by the United States Department of Labor, West Virginia Workforce Development Board, the West Virginia Department of Health and Human Services, and the Greater Kanawha Valley Foundation, as well as others.

<b>Region 6 YouthReady</b>	<b>Region 6 One Stop</b>
The YouthReady Program strives to help youth ages 16-24 attain their HiSet, further their education, and obtain job skills, training, and more.	One Stop Centers are designed to provide a full range of assistance to job seekers under one roof, including phones, free internet, resume writing, veterans, and employment reps.
<b>Employment for Independent Living (EFILP)</b>	
EFILP offers youth aging out of foster care an opportunity to develop and grow basic career skills needed to succeed in the workplace.	

Call or inquire through the website to learn how you might be eligible for these programs!



800-733-JOBS

[www.charleston.jobcorps.gov](http://www.charleston.jobcorps.gov)

## **JOB CORPS SERVES LOW-INCOME YOUNG ADULTS**

Charleston Job Corps Center is a great place for young people to complete an education, learn a marketable trade, make lifetime friends, and graduate with a good job in hand.

Through our Career Development Services System (CDSS), we provide our students with the skills you need to succeed in today's workforce—at no cost to you or your family. If you are looking for a better quality of life and are willing to dedicate yourself to our life changing program, Charleston Job Corps Center is the place for you!

## **TO QUALIFY FOR JOB CORPS, STUDENTS MUST BE...**

### **16 TO 24 YEARS OLD**

16 to 24-year-olds ready to work toward a successful future are welcome. The maximum age limit may be waived if the applicant is a person with a documented disability. For minors, a parent or guardian must sign a consent form.

### **IN NEED OF JOB SKILLS**

The applicant faces one or more barriers to employment like needing additional career technical training, education, counseling, and/or assistance to complete regular schoolwork or to secure and maintain employment.

### **LOW-INCOME ELIGIBLE**

Applicants must meet one or more of these conditions: receives public assistance, earns poverty-level income, is homeless, is a foster child, or qualifies for free or reduced-price lunch. Your admissions counselor will help you determine your eligibility.

### **ABLE TO WORK IN THE USA**

The applicant is a legal resident of the U.S. or a U.S. territory or a lawfully admitted permanent resident alien, refugee, asylee, parolee, or immigrant who has been authorized by the U.S. attorney general to work in the United States.





Jobs & Hope West Virginia is the state's comprehensive response to the substance use disorder crisis. Established by Governor Jim Justice and the West Virginia Legislature, this program offers support through a statewide collaboration of agencies that provide West Virginians in recovery the opportunity to obtain career training and to ultimately secure meaningful employment.

### Who is eligible?

West Virginia resident\* 18 years and older  
Participant has employment as their goal, and  
Participant has an obstacle to obtaining employment, and  
Participant is ready for career training/education or job placement, and  
Participant plans to enroll in a training and/or educational program, and  
Participant is committed to maintaining recovery, and  
Participant agrees to random drug testing throughout the program and will provide the results to the Transition Agent.

\*must be U.S. citizens or eligible noncitizens an eligible noncitizen is someone who meets one of the following criteria: A U.S. permanent resident with a Permanent Resident Card (I-551), also known as a green card.

### Website

[Home - Jobs and Hope \(wv.gov\)](http://www.wv.gov/jobs-hope)

### Hotline:

1-833-784-1385



## Mountain State Educational Services Cooperative

1384 Anmoore Rd., Suite 101  
Bridgeport, WV 26330  
Office phone: 304.933.3479

### Serving:

Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties

Mountain State Educational Services Cooperative has an Adult Education program that serves to enable adult learners to become literate, productive members in the workplace and community. The program helps students earn their high school equivalency diploma and be on a path towards postsecondary education and/or employment in a career. If you have any educational needs, please contact your local Adult Ed. program.

### Other programs offered at Mountain State Educational Services Cooperative:

Public Service Training-provides high quality, low-cost emergency response training. Courses provided are firefighter, fire officer, emergency medical services, rescue, CPR and First Aid.

School Bus Operator Training-provides training to be a substitute school bus driver.

Substitute Teacher Training Program-if you do not have a background in education, but are interested in teaching, you can become a substitute teacher through this program.



PO Box 830  
Wheeling, WV 26003  
Phone: 304-218-2873      Web Site: [ncoa.org](http://ncoa.org)

NCOA is a nonprofit service and advocacy organization. Our mission is to improve the lives of millions of older adults, especially those who are struggling.

The **WV Resource Center** runs the **Senior Community Service Employment Program (SCSEP)** grant in **Monongalia, Marion, Lewis, Gilmer, and Upshur Counties**. We assist those 55+ in learning new job skills to return to the work force. You can earn a stipend while gaining new skills that will make you marketable returning to the work force.

**Call to see if you meet eligibility:**

**Becky Raspperry, Program Manager**

**304-218-2873 or email: [becky.raspperry@ncoa.org](mailto:becky.raspperry@ncoa.org)**

NCOA focuses on other areas to ensure everyone ages well. These resources are found on the web site [ncoa.org](http://ncoa.org).

### **Healthy Living**

Prevention  
Physical Wellbeing  
Behavior Health  
Aging Mastery

### **Financial Security**

Money Management  
Job Training  
Retirement Planning  
Benefits enrollment



Corporate Office  
146 Terrace Manor  
Fairmont, WV 26554  
Website: [www.ncwvcaa.org](http://www.ncwvcaa.org)

**Agency Overview:**

Since 1966, North Central West Virginia Community Action Association (NCWVCAA) has provided services to low-income individuals and families throughout North Central WV. NCWVCAA provides a broad range of varied services over a nine-county area. Serving Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor & Tucker Counties. NCWVCAA prides itself on a customer-based approach whose goal is to assist North Central West Virginia's working families and their friends, neighbors, and employers, to make all communities a better place to live.

**Mission:**

North Central West Virginia Community Action Association helps individuals and families reach their highest levels of social and economic independence by providing a broad range of anti-poverty services and educational resources.

**Services Provided:**

Emergency Assistance, Employment Stabilization through Case Management Services, Head Start & Early Head Start, Weatherization, Homeless Services & Prevention, Affordable Rental Housing, Supportive Services for Veterans & Families, Volunteer Income Tax Assistance, Summer Food, Garden Program, other various seasonal & holiday programs.

**Individual County Office Contact Information:**

Barbour – 304-457-3420  
Greenbrier – 304-647-5106  
Marion – 304-363-4367 or  
304-366-6543

Monongalia – 304-363-4367 or  
304-366-6543  
Pocahontas – 304-799-4082  
Preston – 304-329-1028

Randolph – 304-636-5008  
Taylor – 304-262-3200  
Tucker – 304-478-3536





## Operation Welcome Home

Operation Welcome Home is a 501c3 non-profit employment resource organization dedicated to helping veterans and their significant others overcome barriers to employment. We provide them with the knowledge and resources needed to secure a fulfilling position in the civilian workforce.

We provide services and referrals to all veterans and family members regardless of service era, branch, rank, ability, or socioeconomic status. No veteran, relative, or partner will be turned away at the time of need.

### Services Include:

- Job placement
- Employment search
- Recreational opportunities
- Resume services
- Linkage to existing services
- Much more...

We also provide a common meeting place at Mylan Park in Morgantown for veterans to congregate, share what's on their minds, form bonds, and simply relax with other veterans who understand their trials and triumphs. We pride ourselves in our open-door policy and willingness to join every veteran in their pursuit of the life they deserve.

Matthew Drayer, Executive Director

[matt@welcomehomewv.com](mailto:matt@welcomehomewv.com)

Terry Vance, Program Manager

[terry@welcomehomewv.com](mailto:terry@welcomehomewv.com)

[www.welcomehomewv.com](http://www.welcomehomewv.com)

Ph: 304-816-4854



889 Mylan Park Lane  
Morgantown, WV 26501  
304-983-7223  
Website: [paceenterprises.org](http://paceenterprises.org)

The mission of PACE Enterprises is to help people with disabilities obtain meaningful employment. PACE completes referrals made from the Division of Rehabilitation Services. PACE also serves those with Title XIX Waiver, providing work related services including Facility Based Day Habilitation. A person with a disability comes to PACE and is evaluated and counseled to determine talents and career goals. Then, training is provided to polish the individual's unique talents and overcome shortcomings. Finally, the person is either introduced to a local employer or is employed in one of PACE's business endeavors.

### **How people with disabilities are helped finding jobs:**

- Evaluation
- Potential jobholders are given aptitude tests to determine what careers might best suit the individual's talents and interests.
- Training
- Following evaluation, a personalized training plan is developed to teach skills necessary for workplace success.
- Supported Employment
- Individuals work for local employers with the help of job coaches to make sure success is accomplished.
- Competitive Employment



## Pierpont Community & Technical College

### Center for Workforce Education

### Testing Center

- Offering a variety of assessment services.
- Proctoring occupational licensure and professional certification exams including:
  - Information Technology
  - Drafting
  - Real Estate
  - Healthcare and more
- Approved site for leading testing providers such as:
  - Pearson Vue (PSI)
  - PAN
  - CLEP
  - Certiport
  - NHA
  - Scantron and more

### Our Services

- Customized Corporate Training for pre-employment, skills upgrade, and career advancement, assisting companies in retention and expansion planning.
- Advanced technology skills training using state-of-the-art equipment in manufacturing, information technology, health care, and energy industries.
- Apprenticeship and internship development utilizing state and federal funding and resources for on-the-job training.
- Workforce training designed for and grounded in regional employment opportunities and competency-based education securing a job-ready workforce.
- Affordable in-person, online and hybrid delivery of training in high demand occupations with industry experienced instructors.



Follow us on Facebook

P: 304-367-4920  
E: [cwe@pierpont.edu](mailto:cwe@pierpont.edu)  
[www.pierpont.edu/cwe](http://www.pierpont.edu/cwe)



**CONTINUING EDUCATION**  
@PIERPONT COMMUNITY & TECHNICAL COLLEGE



Preston County  
Senior Citizens, Inc.

PO Box 10  
Kingwood, WV 26537  
304-329-0464  
Email: [info@prestonseniors.org](mailto:info@prestonseniors.org)

### **Senior Community Service Employment Program**

The Senior Community Service Employment Program (SCSEP) provides training, skill development and work experience for low-income persons age 55 years and older.

SCSEP enrollees are assigned to job training positions with public and private, nonprofit agencies. Preference is given to agencies that serve the elderly or are involved in intergenerational activities that foster a positive image of the elderly in the community.

There are many benefits of SCSEP besides wages. You upgrade your job-seeking skills, learn or upgrade specific job skills and have an annual physical examination. In addition, you receive information and supportive services in Social Security benefits, income tax requirements, nutrition, consumer education and personal grooming. Many enrollees gain re-entry into the competitive labor force.

SCSEP is administered by Preston County Senior Citizens, Inc. in Boone, Clay, Doddridge, Harrison, Kanawha, Monongalia, Preston, Putnam, Raleigh, Taylor and Wyoming Counties.



# WHAT CAN RANDOLPH COUNTY HOUSING AUTHORITY DO FOR YOU?

RANDOLPH COUNTY



HOUSING AUTHORITY

*Building Strong Communities Since 1979*

## SUPPORTIVE SERVICES DEPARTMENT

The supportive services department is here to help you achieve your goals!

- Homelessness prevention and case management services
- Financial coaching including budgeting, credit building, and saving goals
- Employment coaching including resume building, job hunting, and soft-skills training
- Vocational training in Wood Product Manufacturing, Heavy Equipment Operating, Certified Medical Assistant Courses, Billing and Coding, Electronic Health Records, Behavioral Health Technician, Community Health Worker, Pharmacy Technician, and Retail/Hospitality.

The SSD proudly serves everyone - which includes those in recovery from substance use disorder, veterans, and individuals experiencing or at risk of homelessness.

RCHA also has a YouthBuild program!

For questions - contact April Durking at 304-636-6495 ext. 132



## SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The housing choice voucher program provides assistance very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

- The waiting list for Section 8 is now open! To apply, visit the RCHA office on Thursdays from 9:00-12:00!
- Are you elderly or disabled? Applications can be taken over the phone.

For questions - contact the receptionist at 304-636-6495 ext. 110



## PROPERTY MANAGEMENT

HCB Property Management provides property management and maintenance services in Randolph, Barbour, and Tucker counties. RCHA owns and operates apartments in Davis, Elkins, Belington, and Valley Bend WV. Check out our NEW units in Elkins!

- Firefly Commons - 16 unit complex - Now taking applications!
- Riverview Apartments - COMING SOON!

For questions - contact Michele Teter at 304-636-6495 ext. 118 or Eric Haller at 304-636-6495 ext. 180

**Are you Aged 55 or older, unemployed, and looking for work?  
We can help!**

Southwestern Community Action Council offers the Senior Community Services Employment Program (SCSEP) in twenty-one counties in West Virginia and four counties in Kentucky, including Boyd, Carter, Greenup, and Lewis counties. Our primary office is in Huntington, with offices in Logan and Beckley as well as Ashland, KY.

The **Senior Community Service Employment Program (SCSEP)** provides temporary community service training opportunities to older Americans to prepare them for jobs in their community. SCSEP participants train an average of 20 hours a week and are paid a training stipend that is the highest of federal, state, or local minimum wage directly by SCSEP. Participants are placed in a wide variety of community service training assignments at nonprofit and public facilities, such as senior centers, day care centers, schools, and hospitals. This on-the-job training experience can then be used as a bridge to find employment opportunities outside of the program. The nonprofit National Council on Aging (NCOA) is a national sponsor of SCSEP.

To participate in SCSEP, you must be aged 55 or older, unemployed, and meet financial guidelines. Please contact your local SCSEP office to learn more about the financial qualifications.

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

Huntington office:	304 525-5151
Logan office:	304 239-0047
Beckley office:	681 207-7523
Ashland office:	606 922-6995

**The Promise of Community Action**

“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”

A proud partner of the  **americanjobcenter** network



100 Campus Drive

Elkins, WV 26241

304-637-1257

800-624-3157 ext. 1257

Website: [www.vubwv.org](http://www.vubwv.org)

Veterans Upward Bound can help prepare you for success through higher education, help you secure all the financial aid you deserve, simplify, and streamline the means to admissions and enrollment, help you understand how to make use of your GI Benefits, and provide you with timesaving links to other Veterans' Agencies. All services are provided at no cost to participants.

Veterans Upward Bound also offers refresher classes in English, Math, Science, Foreign Language, and Computer Skills at several locations in West Virginia. Plus, we have an experienced staff, well-versed in Veteran-related issues and problem-solving.

**Eligibility:** If you concluded your service in the Armed Forces in good standing; and either you receive a modest income and/or neither of your parents attained a bachelor's degree; and you have the desire to improve your life through higher education, you are invited to receive the benefits of Veterans Upward Bound.



West Virginia Women Work  
Equity. Empowerment. Education. Enrichment.



West Virginia Women Work (WVWW) is a statewide 501(c)(3) nonprofit organization that supports and advocates for education, employment, and economic equity for all women. For over 20 years the organization has strived to help women in West Virginia earn a living wage. We achieve this goal through a comprehensive program of recruitment, training, referrals, placements, networking, advocacy, retention activities, and public workshops. The primary focus of the organization's activities is to help women explore, train and secure employment in nontraditional occupations, especially the skilled trades. Our organization has served over 1,000 women in West Virginia with our career coaching service, computer literacy classes and public career exploration workshops.

Step Up for Women is a post-secondary, tuition free, 12-week skilled trades training course conducted in Morgantown and Charleston West Virginia. The program is a hybrid of online and hands on learning. The program launched in 2001 and prepares adult students for entry level construction jobs and helps participants overcome barriers to non-traditional employment. The program combines job-readiness classroom topics, role model and employer interactions, physical conditioning, and hands-on training in carpentry, electrical wiring, and plumbing. Participants can graduate with three industry recognized licenses and certifications. During the training they receive a transportation reimbursement as well as a work clothes, steel toed boots and safety gear. Graduates receive a set of tools to begin their new career. Our students learn the essential skills to find and keep a job including resume writing, interview skills, job search techniques, communication, budgeting and personal finance, and basic math review.

While attending Step Up for Women, students can explore different trades and career paths. Students will meet with former graduates working in nontraditional jobs, meet representatives from apprenticeship programs, visit apprenticeship training centers, and explore construction careers during field trips. Graduates are encouraged to learn nontraditional skills and assisted in navigating the often-confusing path to obtaining gainful employment in the skilled trades. Apply online with the QR code:



At WVWW, we provide a support network for women. We promote an equitable workplace and society by building authentic partnerships and creating inclusive communities. We empower women by promoting a sense of self-worth, providing the freedom to explore nontraditional roles, and providing pathways to nontraditional careers. We provide education, training, and professional development for women in a multitude of ways. We enrich the lives of women by providing education, empowerment, solidarity, and support networks, all of which encourage them to make a positive difference in their lives and strengthen the community.



Phone

304-598-0114



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



Address

201 New Jersey Street  
Morgantown, WV, 26501



# Assistance For Job Seekers

## ***Looking for a job?***

WorkForce West Virginia stands ready to help kick-start your future career!

Employment Services and various free resources may be accessed online, or contact us for one-on-one assistance:

**1-800-252-JOBS (5627).**

## ***Paid Training and Apprenticeships***

Learn a valuable trade without the costs of tuition. Apprenticeships offer on-the-job learning that allows you to get paid while you work, with wage increases as you complete training and your skill level increases. Find an apprenticeship or other paid training program that can help you build a career around skills that interest you.

<https://workforcewv.org/job-seekers/step-4>

## ***Identify Potential Employers***

We can help you find employers who are looking to hire, as well as opportunities for training and education (and funding to pay for it) so you can get those jobs.

<https://workforcewv.org/job-seekers/step-6>

## ***Resume Services & Interview Workshops***

WorkForce West Virginia can help you write cover letters, develop resumes highlighting your most valuable skills, and coach you through the interview process.

<https://workforcewv.org/job-seekers/step-5org/employers>

## ***Veteran's Services***

WorkForce West Virginia offers Priority of Service to all veterans. We can match military skills to civilian careers and help with the job search. Some veterans are eligible for specialized services.

<https://workforcewv.org/job-seekers/veterans>



## ***Labor Market Information***

WorkForce West Virginia can help get the facts you need to plan the future of your business, for employment and statistics, employment trends and availability, and much more.

<http://lmi.workforcewv.org/>

**[www.workforcewv.org](http://www.workforcewv.org)**

**1-800-252-JOBS**

Toll Free: 1-800-252-5627

WV Relay 711

*An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## Office Locations

City	Address, Zip code	Fax
Beckley	300 New River Town Center, Suite 200, Beckley WV, 25801	304-256-6805
Charleston	1321 Plaza East, Suite 118, Charleston WV, 25301	304-558-1979
Clarksburg	153 West Main Street, Suite B, Clarksburg, 26301	304-627-2170
Elkins	1023 North Randolph Avenue, Elkins WV, 26241	304-637-0263
Fairmont	416 Adams Street, Suite 220, Fairmont WV, 26554	304-367-2779
Greenbrier Valley	330 Red Oaks Shopping Ctr, Suite 1, Ronceverte WV 24970	304-647-7412
Huntington	2699 Park Avenue, Suite 240, Huntington WV 25704	304-528-5536
Logan	130 Stratton Street, Logan WV 25601	304-792-7023
Martinsburg	200 Viking Way Martinsburg WV 25401	304-267-0071
Mercer County	195 Davis Street, Suite 102, Princeton WV 24740	304-431-2517
Morgantown	40 Commerce Dr, Suite 200, Westover WV 26501	304-285-3117
Parkersburg	300 Lakeview Center, Parkersburg WV 26101	304-420-4615
Putnam Cty	3554 Teays Valley Road, Suite 117, Hurricane WV 25526	304-562-3339
Moorefield	151 Robert C. Byrd Ind. Park Rd, Suite 1, Moorefield WV 26836	304-538-3178
Summersville	830 Northside Drive, Suite 123, Summersville WV 26651	304-872-0848
Weirton	100 Municipal Plaza, Suite 300, Weirton WV 26062	304-794-2003
Welch	110 Park Avenue, Suite 100, Welch WV 24801	304-436-6310
Wheeling	1275 Warwood Avenue, Wheeling WV 26003	304-238-1049

**1-800-252-JOBS (5627)**

**Email: [workforcejobs@wv.gov](mailto:workforcejobs@wv.gov)**

Toll Free: 1-800-252-5627

*An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WF-OSO-833 Mar 2022*

## Employer Services

WorkForce West Virginia does more than process unemployment claims. We can help you find the right workers, saving you time and money. With the largest online database of job seekers in the state, WorkForce West Virginia can match you with qualified applicants, increasing worker retention and productivity. WorkForce West Virginia is a one-stop center for workforce resources, including training, tax incentives and labor market information.

### Screened Employee Pool

The Mid-Atlantic Career Consortium database offers you access to potential employees who have been screened by WorkForce staff, so you only see the most qualified candidates.

### Work Opportunity Tax Credit

This federal income tax credit provides incentives to private-sector employers to encourage hiring individuals from certain target groups of job seekers who traditionally have difficulty finding employment. There is no limit on the number of individuals an employer can hire to be qualified to claim a tax credit. Minimal paperwork is required.

### Paid Training Reimbursement

Employers that sign up for on-the-job training programs can be reimbursed part of each new employee's wages during the training period.

### Military Incentive Program

The MIP is an employer tax incentive program designed to promote the employment of disadvantage West Virginia veterans from the the Korean and Vietnam Wars, Disabled West Virginia Veterans, and unemployed West Virginian National Guard members and reservists. Application by prospective employee must be completed prior to hire.

### Free Fidelity Bonding Program

Protect yourself from loss of money or property sustained through the dishonest act of their employees with this insurance. Bonds are free of charge and serve as an incentive to hire a job applicant who may have some risk factors in their personal background. Available to any job at any employer.

### Labor Market Information

WorkForce West Virginia can help get the facts you need to plan the future of your business, for employment and statistics, employment trends and availability, and much more.

**1-800-252-JOBS**

**[www.workforcewv.org](http://www.workforcewv.org)**

 **workforcewv**

Toll Free: 1-800-252-5627

A proud partner of the American Job Center<sup>®</sup> network

WV Relay 711

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

# OfficeLocations

Office	Address	Zip	Phone (304)	Fax (304)
Beckley	300 New River Town Center	25801	1-800-252-5627	256-6798
Charleston	1321 Plaza East	25301	1-800-252-5627	558-0349
Clarksburg	153 West Main Street, Suite B	26301	1-800-252-5627	627-2170
Elkins	1023 North Randolph Avenue	26241	1-800-252-5627	637-0263
Fairmont	416 Adams Street, Suite 220	26554	1-800-252-5627	367-2779
Greenbrier Valley	330 Red Oaks Shopping Center, Suite 1 Ronceverte	24970	1-800-252-5627	647-7412
Huntington	2699 Park Avenue, Suite 240	25704	1-800-252-5627	528-5529
Logan	130 Stratton Street	25601	1-800-252-5627	792-7013
Martinsburg	200 Viking Way, Martinsburg WV	25402	1-800-252-5627	267-0071
Mercer County	195 Davis Street, Suite 102 Princeton	24740	1-800-252-5627	425-0894
Morgantown	40 Commerce Drive Suite 200	26501	1-800-252-5627	285-3117
Parkersburg	300 Lakeview Center	26101	1-800-252-5627	420-4521
Putnam County	3554 Teays Valley Road (Mid Valley Square) Hurricane	25526	1-800-252-5627	693-2878
South Branch	151 Robert C. Byrd Industrial Park Rd. Ste 1 Moorefield	26836	1-800-252-5627	538-3178
Summersville	830 Northside Drive, Suite 123	26651	1-800-252-5627	872-0848
Weirton	100 Municipal Plaza, Suite 300	26062	1-800-252-5627	794-2003
Welch	110 Park Avenue, Suite 100	24801	1-800-252-5627	436-6310
Wheeling	1275 Warwood Avenue	26003	1-800-252-5627	238-1049



Toll Free: 1.800.252.5627

A proud partner of the [americanjobcenter](#) network

WV Relay 711

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WF-OSO-832 Jan 2020





312 Kennedy St.

Elkins, WV 26416

304-637-9008

Website: [youthbuildncwv.org](http://youthbuildncwv.org)

The goal of YouthBuild is to give young adults the tools to get a good job and keep it. YouthBuild works to develop the capacity of young adults to be responsible members of their families and communities by:

- Strengthening educational backgrounds
- Teaching marketable skills and entrepreneurship
- Instilling leadership values that relate to home, work and community.

YouthBuild participants earn money while they get valuable hands-on experience building quality houses. This work is reinforced with classroom instruction, job shadowing and personal guidance. GED preparation and testing is another key component of the program. Out-of-school youth ages 16 to 24 are eligible to apply.

The students are also provided with Entrepreneurship Education through a mixture of classroom and on-the-job settings. The goal of YouthBuild's Entrepreneurship Program is to provide a new set of skills to participants — skills they could use to start a new business themselves or to bring "entrepreneurship" to a job in small business, the most likely source of their future employment.

\*YouthBuild offers an educational stipend of \$4.25/hr for classroom instruction, and once on the job that increases to \$8.75/hr. The program lasts between six to ten months.

## **REGION VI Resources**

*(REGION 6 includes the following counties: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, & Upshur)*

### **General Information Numbers**

- West Virginia 211 ..... call 211 or visit website at [www.wv211.org](http://www.wv211.org)
- WV Relay ..... 7-1-1 (TTD)
- Money Management International ..... 304-623-6681/866-889-9347
- The Connecting Link of Marion County..... 304-363-4882
- Cross Lines Information & Help Agency (Upshur)..... 304-472-0743

### **Employment Offices – [www.workforcewv.org](http://www.workforcewv.org)**

- Clarksburg WORKFORCE West Virginia Center ..... 800-252-5627
- Elkins WORKFORCE West Virginia Center ..... 800-252-5627
- Fairmont WORKFORCE West Virginia Center ..... 800-252-5627
- Morgantown WORKFORCE West Virginia Center ..... 800-252-5627

### **Social Security Administration Offices**

- TTY users ..... 800-325-0778
- 800 Number..... 800-325-0778

### **West Virginia Department of Health and Human Resources (DHHR)**

- Barbour County ..... 304-457-9030
- Braxton County ..... 304-765-7344
- Doddridge County ..... 304-873-2031
- Gilmer County ..... 304-462-0412
- Harrison County ..... 304-627-2295
- Lewis County ..... 304-269-6820
- Marion County ..... 304-368-4420
- Monongalia County ..... 304-285-3175
- Preston County ..... 304-329-4340
- Randolph County ..... 304-637-5560
- Taylor County ..... 304-265-6103
- Tucker County ..... 304-478-3212
- Upshur County ..... 304-473-4230
- WVDHHR Customer Service Center ..... 877-716-1212

### **West Virginia Division of Rehabilitation Services (WVDRS) Offices**

- Clarksburg ..... 304-842-2951/304-625-6044
- Elkins ..... 304-637-0205
- Fairmont ..... 304-367-2714
- Morgantown ..... 304-285-3155
- Weston ..... 304-269-0547

## **Disability Job & Support Services**

- ADAPT West Virginia ..... 877-860-1995
- Empowerment through Employment ..... 304-624-3641
- Center for Excellence in Disabilities, WVU ..... 304-293-4692
- Disability Action Center ..... 304-366-3213
- Employment & Literacy volunteers of Harrison County..... 304-623-3757
- Human Resource Development Foundation, Inc ..... 304-296-8223
- Human Resource Development & Employment, Inc ..... 304-296-8223
- Job Accommodation Network ..... 800-526-7234(V)/877-781-9403(TTY)
- Job Corps ..... 304-925-3200 Charleston/304-728-5708 Harpers Ferry
- Job Squad, Inc ..... 866-894-1997/304-838-0850
- Marion County Mature Workers ..... 304-367-5470
- Center for Excellence in Disabilities ..... 304-296-4692(V)/800-518-1448(TTY)
- MR/DD Waiver Hotline/Civil Rights Hotline ..... 800-368-1019
- Northern WV Center for Independent Living (NWVCIL) ..... 800-834-6408
- The Op Shop (Fairmont) ..... 304-366-5737
- Pace Enterprises (Morgantown) ..... 304-983-7223
- Precision Services, Inc. (Braxton) ..... 304-364-3500
- Preston County Sheltered Workshop (Reedsville) ..... 304-864-6446
- Randolph County Sheltered Workshop (Elkins) ..... 304-636-1638
- Central WV Aging Services (Buckhannon) ..... 304-472-0395
- Statewide Independent Living Council (SILC) ..... 800-661-7556
- Taylor County Workshop (Grafton) ..... 304-265-1951
- West Virginia Advocates ..... 800-950-5250/304-346-0867 (V/TTY)
- West Virginia Assistive Technology System (WVATS) ..... 800-841-8436
- West Virginia Department of Veterans Affairs (Clarksburg) ..... 304-626-1600
- West Virginia Department of Veterans Affairs (Elkins) ..... 304-637-0235
- West Virginia Department of Veterans Affairs (Morgantown) ..... 304-285-3480
- West Virginia Legal Aid ..... 800-642-8279

## **Disability Job & Support Services**

- West Virginia Mental Health Consumers Association ..... 800-598-8847
- West Virginia Small Business Development Center (Buckhannon) ..... 304-439-1290
- West Virginia Small Business Development Center (Elkins) ..... 304-637-7205
- West Virginia Small Business Development Center (Fairmont) ..... 304-367-4920
- West Virginia Small Business Development Center (Morgantown) ..... 304-293-5839
- West Virginia State Rehabilitation Council ..... 800-642-8207 x2544
- West Virginia Women Work! (Morgantown) ..... 304-598-0114
- WIPA (Work Incentive Planning & Assistance Project)..304-293-4692/800-518-1448(TTY)

## **Educational Services (Adult Basic & Continuing Education)**

- Adult Basic Education (ABE) ..... 800-642-2670
- Adult Basic Education Program (Parsons) ..... 304-478-2771
- Adult Learning Center (Buckhannon) ..... 304-472-3330
- Barbour County Vocational Technical Center (Philippi) ..... 304-457-4807
- Braxton County Adult Education (Sutton) ..... 304-765-7101
- Braxton County High School Community Education (Sutton) ..... 304-765-2006
- Calhoun-Gilmer Career Center (Grantsville) ..... 304-354-6151
- Central WV Community Action Association (Weston) ..... 304-269-3347
- Community Resources, Inc. (West Union) ..... 304-873-1833
- Doddridge County Adult Education ..... 304-873-2332
- Fairmont State University Disability Services ..... 800-641-5678 X8/304-367-4686
- Fred W. Eberle Technical Center (Buckhannon) ..... 304-472-1259
- Human Resource Development Foundation, Inc. .... 304-296-8223
- L.E.A.D. (Learning Enhances & Advances) West Union ..... 304-873-3303
- Lewis County Adult Basic Education ..... 304-624-6554
- Literacy Volunteers of Harrison County, Inc. .... 304-624-0533
- Literacy Volunteers of Marion County ..... 304-366-6055
- Literacy Volunteers of Monongalia & Preston Counties ..... 304-296-3400
- Literacy Volunteers of Randolph County ..... 304-637-3518
- Literacy Volunteers of Tucker County ..... 304-478-3827
- Literacy Volunteers of Upshur County ..... 304-472-2343
- Marion County Adult & Community Education Center ..... 304-363-7323
- Morgantown Adult Learning Center ..... 304-291-9226
- MTEC (Monongalia County Technical Education Center) ..... 304-291-9240
- North Central WV Community Action (Parsons) ..... 304-478-3536

## **Educational Services (Adult Basic & Continuing Education)**

- Opportunity Council, Inc. (West Union) ..... 304-873-3216
- Pierpont Community & Technical College of FSU ..... 855-297-0999/304-367-4907
- Randolph County Vocational Technical Center ..... 304-636-9195
- Raymond Wolfe Center (Kingwood) ..... 304-329-3644
- Regional Education Service Agency VII (RESA) ..... 800-427-3600/304-624-6554
- SPOKES (Strategic Planning in Occupational Knowledge for Employment and Success):
- SPOKES program (Clarksburg)..... 304-624-5150
- SPOKES program (Elkins) ..... 304-636-9195
- SPOKES program (Fairmont) ..... 304-363-7323
- SPOKES program (Kingwood) ..... 304-329-4556
- Stanley Technical Institute (Clarksburg) ..... 304-623-6367
- Veterans Upward Bound ..... 304-637-1322
- West Virginia Library Commission ..... 800-642-8674

## **Educational Services (Adult Basic & Continuing Education) cont.**

- West Virginia Wood Technical Center (Elkins) ..... 304-637-7500
- West Virginia University Office of Disability Services ..... 304-293-6700
- West Virginia University Office of Disability ..... TTY: 304-293-7740

## **Housing Services**

- East View Unity Apartments .....304-366-6934
- Marion Unity Apartments .....304-366-4780
- Morgantown Unity Apartments .....304-296-5519
- Unity Housing Apartments .....304-598-8665
- Randolph Village Apartments..... 304-636-8888
- Elkins Manor .....304-636-2583
- Tygart Valley Apartments..... 304-636-7200
- Gateway Apartment .....304-636-6793
- Beverly Manor .....304-636-4509
- Barbour Manor .....304-338-2987
- Mountain View Apartments.....304-338-2987
- Spruce Villa Apartments.....304-364-2330
- Baughman Towers ..... 304-457-5193
- Laurel View Apartments.....304-823-2555
- Weston Manor Apartments.....304-269-2706
- Jane Lew Apartments.....304-884-8852
- Weston Arbor Apartments.....304-269-7344
- Weston Commons.....304-269-7682
- Tucker Manor.....304-478-2368
- Pineview Apartments.....304-463-4181
- Village at Davis.....304-636-6495
- Valley Green Apartments.....304-472-7017
- Buckhannon Manor .....304-472-7353
- Hinkle Drive Apartments.....304-472-1305
- Raleigh County Housing Authority (Braxton)..... 304-255-5164
- Jackson County Housing Authority (Gilmer) .....304-372-2343
- Parkersburg Housing Authority (Doddridge).....304-428-6400
- Harrison County Housing Authority .....304-623-3322



## **Youth Services**

- AgrAbility's Youth Project WV .....800-841-8436/800-626-4748
- Doddridge County Parent/Educator Resource Center ..... 304-873-2778
- Doddridge County Starting Points Center ..... 304-873-3500
- Human Resource Development Foundation (HRDF) ..... 304-296-8223
- Job Corps (Charleston) ..... 304-925-3200
- Job Corps (Harpers Ferry) ..... 304-728-5708
- Morgantown Area Youth Service Project (MAYSP) ..... 304-284-7321
- Opportunity Council, Inc. (West Union, Doddridge County) ..... 304-873-3216
- School to Work Action Program (SWAP) – MTEC, Morgantown ..... 304-291-9240
- YouthBuild (Elkins) ..... 304-637-9008
- YouthReady program ..... 304-637-0718