

# American Job Center Network Career Centers

For more information, visit us at  
[www.thewp.org](http://www.thewp.org)

The Workforce Partnership services residents of the:

- Town of Oyster Bay
- Town of North Hempstead
- City of Glen Cove

## Partner Agencies

- NYS Department of Labor
- WIOA Title II Network
- Urban League of Westchester County
- NYS Education Department, Title IV Access-VR
- Nassau Community College
- Nassau County Department of Social Services
- NYS Office of Children and Family Services
- Nassau County EOC

The Workforce Partnership is an Equal Employment Opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.



# American Job Center Network Career Centers

For more information, visit us at  
[www.thewp.org](http://www.thewp.org)

## Two Convenient Locations:

Hicksville Career Center	Massapequa Career Center
301 Old Country Road Hicksville, NY 11801 (516) 934-8532	977 Hicksville Road Massapequa, NY 11758 (516) 797-4560

Town Supervisor  
**JOSEPH SALADINO**



**TOWN BOARD**  
Michele M. Johnson  
Louis B. Imbroto  
Thomas P. Hand  
Steve Labriola  
Laura L. Maier  
Vicki Walsh

Town Clerk  
**Richard LaMarca**

Receiver of Taxes  
**Jeffrey P. Pravato**



Printed on recycled paper with non-toxic ink. 01/2021 MB



Town Supervisor  
**JOSEPH SALADINO**

Free Employment Services  
for Job Seekers & Businesses

Visit America's Job Center Network



The Department of  
Intergovernmental Affairs  
(516) 797-4582

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



From the desk of  
Town Supervisor  
**JOSEPH SALADINO**

Dear Neighbors,

The Town of Oyster Bay is committed to creating new job opportunities for residents and connecting qualified job seekers with employers. As part of this commitment, the Town serves as administrator of The Workforce Partnership, a consortium of local governments funded by the Federal Workforce Innovation and Opportunity Act that provides valuable resources to both employers and job seekers. All services offered are free!

The Workforce Partnership Career Center locations are in Hicksville and Massapequa. These centers help grow our economy by training employees to meet the needs of the private sector, connecting qualified job seekers with employers, and by assisting applicants in accessing job opportunities. The Centers offer Resource Rooms, which are equipped with state-of-the-art computer workstations, complete with Microsoft software and internet access. Additionally, the Centers offer residents access to job listings, resource materials, photocopiers, fax machines and telephones. The Centers provide employability and computer workshops, as well as career counselors who will guide residents through their job search. Computer workshops are taught on-site in modern computer labs. Residents can increase their marketability by updating or acquiring new computer skills at the Centers.

Whether you are a business owner, job seeker or want to advance your career, you can benefit from the wide array of free assistance offered by the Career Centers. I encourage residents and employers to call our Career Centers today to make an appointment and learn more about the free opportunities offered by The Workforce Partnership at these Career Centers in the Town of Oyster Bay.

Sincerely,

**JOSEPH SALADINO**  
Town Supervisor

## Services for Job Seekers

### Resource Room & Win-Way Resume

- Available to assist you with creating a winning resume. Win-Way allows you to select from thousands of customized resumes for virtually every career, with over 100,000 job-winning phrases.
- Computer workstations with high-speed Internet access.
- *Reference Materials* - The Workforce Partnership maintains a comprehensive library of books, periodicals, and newspapers.
- *Phone Banks* - Telephones are available for calling prospective employers anywhere in the continental United States.
- Use of photocopiers and fax machines.

### Career Counselors to provide...



- *Interview Preparation & Counseling* - A Career Specialist can be assigned to assist you.
- *Skills Matching and Referral Technology* - The NYS Department of Labor's Jobzone system searches your resume for details about you. It matches your information to the skills, experience and expertise employers say they want in candidates for job openings.
- *Job Placement Services* - Matching job seekers with a variety of employment opportunities.
- *Job Banks* - We maintain job listings for both private sector and civil service jobs. These listings are updated on a regular basis.

### Workshops

- *Computer Workshops* in Microsoft Office Suite to upgrade skills and gain basic computer knowledge.
- *Social Media Workshops* for job seeking. Social media workshops include LinkedIn, Facebook and other sites to find employment.
- *Employability Workshops* - Career readiness and employability skills lesson plans in resume writing interviewing, self assessment and other innovative topics related to job seeking.

### Vocational and Skills Training

- *Certifications in demand occupations* - (For those who qualify) Job training opportunities are available in fields such as: Health Services, Information Technology, Construction Trades, Computer, Clerical, Business, Medical Office Skills, Hospitality, Service Industries and Transportation.

## Services for Businesses

### On the Job Employee Training Grants

Salary reimbursement and other incentives may be provided in exchange for hiring and training new employees.

### Customized training may be available to upgrade current employee skills.

### Screening and referral of qualified applicants to address your staffing needs.

You can register your available job openings with us. Additionally, receive access to recruiting qualified job-seekers who have been trained at local schools in a variety of state-of-the-art occupational areas.

### Labor market information.

### Free use of our Career Centers' conference rooms and office facilities.

To conduct recruiting, interviewing and other staffing functions. Businesses will be provided with the equipment and personnel support too.

### The opportunity to consult with a Business Services Specialist.

To discuss strategies and develop business solutions.

### The most up-to-date information regarding tax incentives and other funding opportunities.

Available through the Long Island Regional Business Services Team of the New York State Department of Labor.

