



From the desk of  
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 and offered in-person.

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 Center offers Resource Rooms, which are equipped with state-of-the-art computer workstations, complete with Microsoft software and internet access. Additionally, the Center offers residents access to job listings, resource materials, photocopiers, fax machines and telephones. The Center provides 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 Center.

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 Center. I encourage residents and employers to call our Career Center 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**  
Supervisor

# SERVICES FOR JOB SEEKERS

Appointments are required prior to visiting a Career Center.  
Email: [jsarcone@oysterbay-ny.gov](mailto:jsarcone@oysterbay-ny.gov)

## Career Counselors

**Interview Preparation & Counseling** - As a job seeking customer of The Workforce Partnership, 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 seekers. 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 & 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

## ✓ 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.



# CAREER CENTER LOCATIONS

## Hicksville Career Center

301 Old Country Road  
Hicksville, NY 11801  
(516) 934-8532

## Massapequa Career Center

977 Hicksville Road  
Massapequa, NY 11758  
(516) 797-4560

For more information, visit us at [oysterbaytown.com/workforce](http://oysterbaytown.com/workforce)

### The Workforce Partnership services residents of the:

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

### Classroom Training Providers:

- Access Careers
- BOCES
- Commercial Driver Training
- Electrical Training Center, Inc.
- Gloria K. School
- Hofstra University – College Hall
- Hunter Business School
- Island Drafting and Technical Institute
- Nassau Community College
- Molloy College
- Long Island Nail, Skin and Hair Institute
- Center for Corporate Education at Stony Brook University

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

PRSRT:STD  
U.S. Postage  
Paid  
Hicksville, NY  
Permit No. 496

Town of Oyster Bay  
54 Audrey Avenue  
Oyster Bay, NY 11771-1592

Joseph Saladino  
Town Supervisor



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

FREE EMPLOYMENT SERVICES FOR  
**JOB SEEKERS & BUSINESSES**



Supervisor **JOSEPH SALADINO**  
and the Town Board present

**FREE EMPLOYMENT SERVICES FOR  
JOB SEEKERS & BUSINESSES**



**IN-PERSON SERVICES AVAILABLE**