

JANUARY 2016

Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at
802-885-2167

- ◆ *The Career Resource Center will be closed on January 1st & 18th, 2016*
- ◆ *Register with us online at www.vermontjoblink.com*



VDOL CAREER
RESOURCE CENTER
56 MAIN STREET
SUITE 101
SPRINGFIELD, VT
05156

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

WEEKLY WORKSHOPS

TUESDAYS RESUME WRITING 9:00-10:00 am

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a workshop that incorporates a rotating series of topics, ranging from job search skills, professional behavior, networking, finding and using local resources, and much more!

THURSDAYS INTERVIEWING SKILLS 10:00-11:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

FRIDAYS COMPUTER BASICS 10:00-11:00 am

This workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and how to conduct a simple job search.

FEATURED EVENTS

JANUARY 6th GREEN MOUNTAIN TRAFFIC CONTROL HIRING EVENT - FLAGGING OPPORTUNITIES 11:00 am-1:00 pm

Green Mountain Traffic Control is hiring for flagging positions. Stop in to meet with a representative! Qualified candidates will receive paid training and certifications as part of the job. Pay is \$10.60/hr.

JANUARY 20th COWORX HIRING EVENT 9:00 am-1:00 pm

CoWorx Staffing Services is recruiting for Sturm Ruger, a firearms manufacturer in Newport, NH. Over 50 positions are available! Please stop by to fill out an application and meet with a CoWorx representative.

JANUARY 13th & 27th WIOA ORIENTATION 2:00-3:00pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-885-2167 or ask at the front desk to pre-register.

Events listed are subject to change. Please call ahead of time if you plan on attending an event.

What does the Career Resource Center Offer?

- ◇ Five computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information about training and education resources

Are you an employer interested in holding a hiring event in our office? Contact us at 802-885-2167 or labor-vjl.springfield@vermont.gov to set up a date and time!

THIS MONTH'S FEATURE: Precyse Partners with Vermont HITEC to Build a Work-At-Home Medical Coding Workforce

RUTLAND, VT: Precyse, a leader in health information management technology, services and education, and Vermont HITEC, a not-for-profit education center, announce they are now recruiting candidates to train as at-home medical coders for Precyse. The program is part of a collaborative effort involving Precyse, Vermont HITEC, US Department of Labor, Vermont Department of Labor and the Agency of Commerce.

The program is offered at no cost to applicants who reside in Vermont. Candidates who have been unemployed for an extended period of time are encouraged to apply. **This educational program and apprenticeship is specifically designed to support Vermonters who have been out of the workforce due to being unemployed, laid off and struggling to find a new career, or whose businesses have closed.**

Twenty individuals will be selected for the ten-week medical coder education program with Precyse. A medical coder analyzes medical documentation and assigns appropriate standardized codes used in medical claims. The education prepares the students for the American Academy of Professional Coders (AAPC) medical coding certification exam. Upon graduation from the program, participants are provided a certified medical coder apprentice position. These positions receive full wages and benefits.

After successful completion of the ten-week education program, graduates earn 30 college credits and an academic Certified Medical Coding Certificate. During their one-year registered apprenticeship, students earn an additional 21 college credits. Another 15 credits may be earned in general education courses at Burlington College, leading to a 60-credit individualized Associate of Arts degree in an independent major for Medical Coding. All academic credits and credentials are awarded through Burlington College's newly formed Institute for American Apprenticeships.

The deadline for medical coding applications is **January 21, 2016**. To apply, complete the online application via Vermont HITEC website: www.vthitec.org. For more information or assistance, contact: Rebecca Carter, ITAR Project Leader & Mentor: rebecca.carter@vthitec.org or (802) 872-0660.

JANUARY 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 OFFICE CLOSED Happy New Year!	2
3	4	5 Resume Workshop 9:00-10:00 am	6 Job Readiness 8:45-9:30 am Green Mtn Traffic Control 11:00-1:00 pm	7 Interview Workshop 10:00-11:00 am	8 Computer Basics 10:00-11:00 am	9
10	11	12 Resume Workshop 9:00-10:00 am	13 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	14 Interview Workshop 10:00-11:00 am	15 Computer Basics 10:00-11:00 am	16
17	18 OFFICE CLOSED Martin Luther King Jr. Day	19 Resume Workshop 9:00-10:00 am	20 Job Readiness 8:45-9:30 am CoWorx 9:00-1:00 pm	21 Interview Workshop 10:00-11:00 am	22 Computer Basics 10:00-11:00 am	23
24 31	25	26 Resume Workshop 9:00-10:00 am	27 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	28 Interview Workshop 10:00-11:00 am	29 Computer Basics 10:00-11:00 am	30

Events listed are subject to change. Please call ahead of time if you plan on attending an event.