

Additional Services

Food Bank

- Provides 3 days of nutritional food (when quantities are available) to families or individuals in need in our community

Plentiful Harvest Food Rescue Program

www.plentifulharvest.ca

- This program includes a local food rescue initiative, a mobile food bank service and a state of the art Community Kitchen and a food distribution hub serving 15 area food banks and local community agencies
- All rescued food remains in our community

Community Garden

- A 1.6 acre garden provides individuals and families with a garden plot, tools, plants, seeds and automated irrigation to grow their own produce

Coats for Kids

- Warm winter coats are collected and distributed to adults and children in our community

Keep the Heat

- Provides financial assistance to eligible clients from low income households in Windsor and Essex County who are unable to pay their energy bills

Income Tax

- Chartered Accountants offer free tax return preparation during tax season to participants that meet eligibility requirements



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People Partner of



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Citizenship and Immigration Canada

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Newcomer Programs and Services

English Classes for Newcomers

- English classes are offered in the morning, afternoon and evening

Care for Newcomer Children

- Our CNC program allows parents to attend our newcomer programs while their children (ages 19 months to 6 years) receive on-site care in a safe, nurturing environment

Computer and Workplace Skills Training for Newcomers

- These 1-2 week sessions are designed to provide the necessary skills to help you become successful in Canada. Sessions are offered in the morning and afternoon on the following:

- Introduction to Computers
- Beginner to Intermediate Microsoft Word
- Beginner to Intermediate Microsoft Excel
- Workplace Essentials & Microsoft Outlook
- Finding & Keeping the Job

Ready-to-Work Program for Newcomers

- This 8 week program prepares you for a job in the tourism/hospitality and service sector. Training includes instruction on: Enhanced Language Training, industry specific classroom training, workplace communication training, and one-to-one job search assistance, computer skills, cash register and counterfeit money training
- Graduates can obtain certifications in Workplace Essentials, Service Excellence, National Food Safety (NFSTP), Smart Serve and WHMIS



**UNEMPLOYED
HELP
CENTRE**



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www.uhc.ca



OUR LOCATION IS WHEELCHAIR ACCESSIBLE

WE ARE ON THE
**OTTAWA 4
BUS ROUTE**



Programs And Services

Job Seekers

Job Matching, Placements and Incentives

- Employers who are looking to hire staff and are ready to provide on-the-job training may benefit from this program
- Supports to potential employees through subsidized and non-subsidized on-the-job training placements, job trials and job shadowing

Employment Counselling

- Individual assistance with identifying skills and career goals by developing and carrying out an Employment Action Plan
- Help individuals explore career choices, research the labour market, make contacts, develop their skills and secure viable employment

Second Career

- Provides financial support to help laid-off Ontarians participate in training for a new career
- If eligible, provides up to \$28,000 to support tuition

Canada-Ontario Job Grant

- Provides direct financial support to individual employers who wish to purchase training for their employees. It is available to small, medium and large businesses with a plan to deliver short-term training to existing and new employees, and will:
 - Provide up to \$10,000 in government support per person for training costs
 - Requires employers to contribute one-third of the total costs. There will be additional flexibility for small businesses to provide an in-kind contribution towards their share
 - Training required to be delivered by an eligible, third-party trainer

Resource and Information

- A self-directed labour market resource centre for the community
- Available equipment: computers, email and internet usage, phone, fax and a variety of publications

Voicemail

- An automated telephone message service offered free of charge for clients who do not have a phone

Training And Educational Programs

Employment Skills Training

- Resume and cover letter development and preparation, mock interview practice, gain knowledge in accessing the hidden job market, understand how to market transferable skills and learn the secrets of a successful job search

Cook Pre-Apprenticeship Program

- 16 week full-time program (includes 8 week industry specific placement for successful candidates)
- Attain skills in food production techniques, commercial kitchen use, food preparation to industry standards
- Certification in: National Food Safety Training, Smart Serve and Service Excellence

Skills Bridge

- Youth ages 19-29 prepare for careers in skilled trades, supply chain management and high-skilled manufacturing
- 16 week training program followed by a 12 week work placement

Training And Educational Programs

Choices CT®

- A computer software package designed to aid clients in arriving at realistic and appropriate career selection

Targeted Initiative for Older Workers

- Training and preparation for workers aged 55-64 for new employment by enhancing specific workplace skills to increase employability

Smart Serve®

- Course designed for servers, hospitality managers and owners
- Designed to help individuals understand and promote responsible alcoholic beverage service
- Certified through the Hospitality Industry Organization of Ontario

Literacy and Basic Skills

- Instruction provided in Communications, Computers, Math and Management skills to improve employability and independence

GED Preparation

- High School level instruction provided in English, Math, Social Studies and Science to prepare for GED exam
- Provides opportunities for employment, apprenticeship or post-secondary education

Job Searching in a Digital World

- Learn how to use computer technology and internet strategies to enhance your job search
- Program is 4 weeks – Monday – Friday from 1pm-3pm