



Susquehanna Workforce Center

Cecil & Harford Counties

Where Possibilities Live



Services to Customers

- Virtual & Hybrid Seminars
- Employment Specialist Assistance
 - *Job Search Assistance / Planning*
 - *Resume & Interview Assistance*
 - *Occupational Training*
 - *Career Assessments*
- Young Adults Program
- Business Services



Current Situation

- Workforce Centers are **OPEN** in Cecil & Harford Counties.
- We are providing services to the public in person and virtually.
- Bel Air Workforce Center remains closed.
- Upcoming events and information is available on the website: www.swnetwork.org

Getting Started



Call Melanie Davis

410-272-5400 – Harford County or
410.996.0550 – Cecil County

- Set up or update account on The Maryland Workforce Exchange - <https://mwejobs.maryland.gov>
- Assess customer needs
 - *Refer customers to community programs*
 - *Refer customers to virtual seminars*
 - *Refer businesses to Business Services Representative*

Seminars

- JobQuest
- Writing a Targeted Resume
- Interviewing Success
- 10 Steps to Federal Jobs
- LinkedIn for Job Search
- Financial Seminars offered by APGFCU
 - Setting Smart Goals
 - Punch Out Unwanted Money Habits
 - Getting Your Credit in Shape



Virtual Seminars

- Registered customers receive an invitation to a Zoom meeting.
- They can participate via Internet or call in. Beginning this month, some meetings will be offered as hybrid.
- Customers are called the day before to remind them about the meeting and verify attendance.

Employment Specialist Assistance

- Job search assistance
- Resume and interview assistance
- Occupational training assistance
- Follow up services

Appointments available virtually or in person



Employment Specialist Assistance

- Customers upload documents into MWE
- Assessment tools: Traitify, Work Interests and Work Values in MWE, Assess.
- Interview Training available in MWE
- Develop an Individualized Employment Plan
- Address jobseeker barriers



Occupational Training



MD Eligible Training Provider List

[WIOA School Search For Information \(state.md.us\)](http://state.md.us)

<i>Program Name</i>
ACCOUNTING (18-20 CREDIT HOURS)
ADMINISTRATIVE PROFESSIONS (24 Credit Hours)
Boiler Plant Operator Exam Prep. (30 Clock Hours)
CERTIFIED NURSING ASSISTANT (166 CLOCK HOURS)
CISCO CCNA CERTIFICATION PREP (100 CLOCK HOURS)
Commercial Driver License - Class A (300 Clock Hours)
Commercial Driver License-Class B (75 Clock Hours)
Computer Information Systems (32-34 CREDIT HOURS)
ENGINEERING TECHNOLOGY (65 CREDIT HOURS)
ENVIRONMENTAL TECHNOLOGY (29 CREDIT HOURS)
HVACR Non-credit Certificate (200 Clock Hours)
MEDICAL ASSISTING CERTIFICATE (39 CREDIT HOURS)
Nurse Refresher (68.5 Clock Hours)
PARALEGAL STUDIES (32-34 CREDIT HOURS)
PHOTOGRAPHY (19-20 CREDIT HOURS)
SHRM Certified Test Prep. (36 Clock Hours)

<i>Program Name</i>
Automotive Service & Repair (150 Clock Hours)
Basic Construction Skills (48 Clock Hours)
Diesel Technology (150 Clock Hours)
MEDICAL ADMINISTRATIVE ASSISTANT (332 Clock Hours)
MEDICAL ASSISTANT PROGRAM (MAP) (900 CLOCK HOURS)
NCCER HVAC/R (120 Clock Hours)
NCCER Welding (200 Clock Hours)
Nursing Assistant/GNA (150 Clock Hours)
Pest Management (88 Clock Hours)
PHYSICIAN PROFESSIONAL CODER (634 Clock Hours)
STRAIGHT TRUCK DRIVER TRAINING (75 Clock Hours)
Truck Driver Training (300 Clock Hours)
WEEKEND TRUCK DRIVING TRAINING (300 Clock Hours)

Occupational Training



Special Training Opportunities:

- Project Forward
- MD Relief
- IT/Cyber
- Susquehanna Back to Work
- Production Technician
- Computer Support Technician
- Microsoft Administrative Specialist

Young Adult Services

- Employability Skills
- GED
- Financial Literacy
- Mentoring
- Leadership Development
- Occupational Skills Training
- Many other skill building opportunities!

Contact

Karen Reed - kreed@SWNetwork.org

For eligibility assessment

Young Adult Work Experience Program

- Work Experience is a **real job with 150 paid hours.**
- Creates an employment routine and allows participants to become comfortable in a work setting.
- The work-site is developed by the participant and a SWN Career Specialist.
- Must be between the ages of **16 through 24** and meet eligibility requirements.

FOR MORE INFORMATION CONTACT:

Karen Reed: kreed@swnetwork.org ~ **410.272.5400**

Young Adult Work Experience Program

ELIGIBILITY REQUIREMENTS - Must be between the ages of 16 through 24 and fit one or more of the criteria below:

Low income and requires assistance to maintain employment.

(lacks employability skills, limited work history, terminated from employment in the last (12) months, lacks occupational skills)

Pregnant or Parenting

Individual with physical or mental disability

School dropout

Basic skill deficient and low income

Subject to juvenile justice or adult justice system

Homeless, runaway or foster child

Business Services

- Assist Businesses with Recruiting and Training Needs
- Work with Partners, e.g. Office of Economic Development, Maryland Commerce, MD DOL to Provide Contacts for Local Resources
- Provide Recruiting Assistance e.g. Job Fairs , Hiring Events, Hot Jobs List
- Generate Labor Market Information as Requested/Needed
- Conduct Rapid Response meetings as Needed
- Help businesses post job openings on MWE
- Provide businesses with labor market information
- Help with job fairs and recruiting

Job Fairs

- Virtual Job Fairs – Next one April 19, 2022
- 10:00 am to Noon. Customers register on SWN website: swnetwork.org
- Annual Job Fairs – In person

May 12, 2022 | Noon to 4:00 pm | Singerly Fire Hall

September 29, 2022 | Noon to 4:00 pm | Ripken Stadium

Cecil County's Biggest

JOB FAIR

50 +
Businesses



May 12th
12PM - 4PM

Singerly Fire Company
Banquet Hall
300 Newark Road
Elkton, MD



In Partnership With



*& Cecil Business
Resource Partners*

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ANNA
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