

2018 RESOURCE GUIDE FOR JOB SEEKERS

County of Summit, Ohio

Ilene Shapiro, Executive



JOB SEARCH TIPS

Start with a visit to:

Ohio Means Jobs Summit County • 1040 E. Tallmadge Avenue • Akron, Ohio • 44310 • (330) 633-1050 • www.summitomj.org

Before you start your job search:

- Consider whether you first need to eliminate a barrier to employment (e.g. transportation, childcare, any health issue, etc. See INFO LINE reference below).
- Find a counselor (see back) to assist you in the development of a career plan, a resume, and job readiness skills.
- Establish your job goal; decide on one or two occupations you want to pursue. (See Summit County's Guide "Map Your Career" at the Summit 2020: A Quality of Life Project website, <http://www.healthysummit.org/Summit2020QoL.html>).
- Determine the hours and pay you will need, but be aware that your needs will have to fit with employer offerings.
- Have your documents ready: Driver's License or state ID • Social Security card • Work Authorization if not yet a US citizen
- Build networks of help and support. Tell family/friends that you need a job. Join job-search clubs. You're not alone!
- Consider temporary placement or part-time employment.

A job search is hard work!

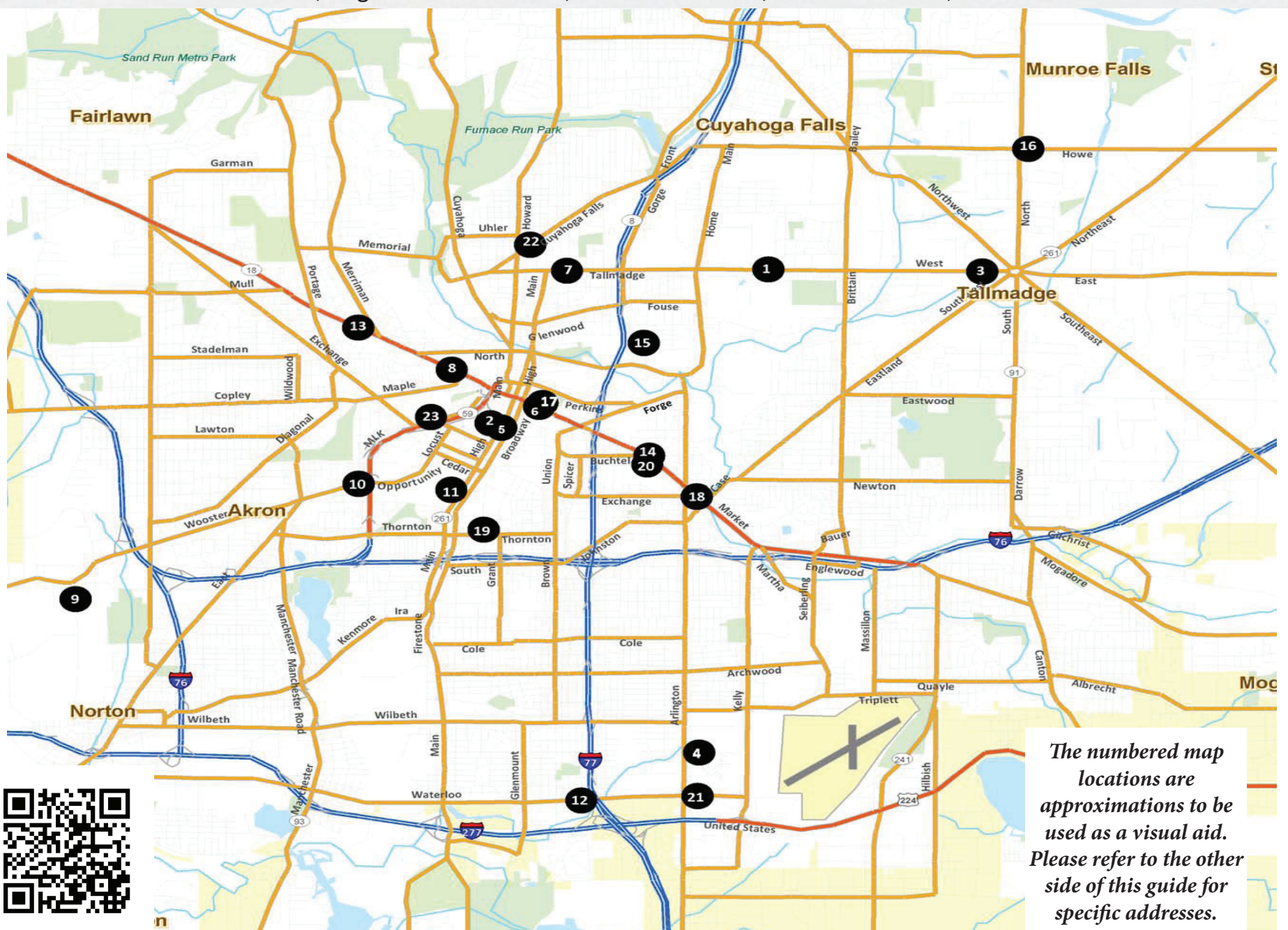
- Start looking for work right away. **"Finding a job IS your new job!"**
- Once your resume is updated, consider posting it to www.ohiomeansjobs.com.
- Get organized. Keep good records and follow up on every job application. Don't just wait for a phone call.
- Don't rely solely on job advertisements; 85% of all job openings aren't advertised.
- Consider what jobs you can do. A new job can be a chance to try using old skills in new ways.
- Network, network, network! **"You're either networking or not working!"**
- Stay physically active, hopeful.

Consider including on job applications or resumes:

- Past jobs, schools, classes, training, computer skills and your soft skills (e.g. integrity, work ethic, adaptability, communications, critical thinking and/or dependability)
- Some unpaid work may show skills important to a job. If so, list hobbies, volunteering, other activities or computer skills, even those learned at home.
- Awards and involvement in your neighborhood, place of worship, school or PTA that show your skills.


See the other side of this guide for specialized help available to:

Entrepreneurs, Ex-Offenders, Foreign-Born Workers, Homeless Workers, Workers Dealing with Domestic Violence, Workers with Disabilities, Migrant Farm Workers, Native Americans, Mature Workers, Veterans & Youth



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General Services

	Site Name	Address	Map	Bus Line	Phone Number/ Web Site	Hours (Please call to confirm)	
All Job Seekers		1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 http://www.summitohio.org/	Mon – Wed – Thurs – Fri 8:30am – 4:30pm Tues 8:30am – 7:00pm	
		Akron Urban League and Community Service Center	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9,14	(330) 434-3101 www.akronurbanleague.org	M – Th 8:00am – 6:00pm
		Goodwill Industries Employment Resource Center	570 East Waterloo Road Akron, Ohio 44319	12	13, 17	(330) 724-6995 www.goodwillakron.org	M – F 8:00am – 4:30pm (Resource Rm) M – 1 pm (Job Club) & 2pm (Soft Skills)

Specialized Services

Certain eligibility requirements may apply

Entrepreneurs	Akron Global Business Accelerator	526 South Main St. Akron, Ohio 44311	11	3,17	(330) 375-2173 www.akronaccelerator.com	M – F 9:00am – 4:00pm
	Akron Urban League and Community Service Center Minority Entrepreneur Empowerment Center (MEEC)	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9,14	(330) 434-3101 www.akronurbanleague.org	M – Th 8:00am – 6:00pm
	Small Business Development Center	526 S. Main Street, Suite # 813 Akron, Ohio 44311	11	12	info@akronsdbc.org www.akronsdbc.org	
	SCORE (Service Corps of Retired Executives)	175 South Main St. Suite 204 Akron, Ohio 44308	2	3, 17	(330) 379-3163 www.akron.score.org	M – Th 9:00am – 3:00pm
Ex-Offenders Please see the special services available through the Summit County Ex-Offender Reentry Coalition. http://www.reentrycoalition.org http://www.ohio.gov/pages/coalitions/summit/summit.html	Akron Urban League and Community Service Center Transitions Program	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9,14	(330) 434-3101 www.akronurbanleague.org	M – Th 8:00am – 6:00pm
	Akron-Urban Minority Alcoholism Drug Abuse Outreach Program (UMADAOP)	665 West Market Street Akron, Ohio 44303	13	1, 28	(330) 379-3467 www.akronumadaop.com	M -W-TH 8:30am – 9:00pm T – F 8:30am – 5:30pm
	Ohio Department of Job and Family Services	1040 E. Tallmadge Avenue, Akron, Ohio, 44310	1	12	(330) 630-3061	M – F 8:30am – 4:30pm
Foreign-Born Workers	Asian Services in Action (ASIA)	730 Carroll Street Akron, Ohio 44304	20	5, 6, 30	(330) 535-3263 www.asiaohio.org	M – F 9:00am – 5:30pm
	International Institute	207 East Tallmadge Avenue Akron, Ohio 44310	7	34	(330) 376-5106 www.iiakron.org	M – F 8:30am – 4:30pm
Homeless Workers	ACCESS, Inc. (Women and children)	230 West Market Street Akron, Ohio 44303	8	1, 4, 26	(330) 376-0997 or (330) 535-2999 www.access-shelter.org Shelter Crisis Line (330) 535-2999	Intake M-TH 9:00 am-2:00 pm Shelter open 24 hours/day, 7 days/week
	Harvest Home (Women and children)	24 N. Prospect Street Akron, Ohio 44304	17	5, 6,19,30	(330) 434-1149 www.havenofrest.org	M – F 8:30am – 5:00pm
	Haven of Rest (Men)	175 East Market Street Akron, Ohio 44308	6	5, 6,19,30	(330) 535-1563 www.havenofrest.org	M – F 8:00am – 4:30pm Shelter open 24 hours/day, 7 days/week
	Community Support Services	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	(330) 762-4663 www.cssbh.org	M – TH 8:30am – 4:30pm F 1:00pm– 2:00pm
Workers Dealing With Domestic Violence	Battered Women’s Shelter of Summit and Medina County	974 East Market Street Akron, Ohio 44305	18	6, 30	(330) 374-0740 24-Hour Hotline: (330) 374-1111 http://www.hopeandhealingresources.org/	M – F 8:30am – 4:30pm Shelter open 24 hours/day, 7 days/week
Workers with Disabilities	Community Support Services (Employment Services)	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	(330) 253-9675 www.cssbh.org	M – F 8:30am – 4:30pm
	County of Summit Board of Developmental Disabilities	89 East Howe Road Tallmadge, Ohio 44278	16	7, 59	(330) 634-8000 http://summitdd.org	M – F 8:00am – 4:00pm
	Goodwill Industries of Akron Vocational Services	570 East Waterloo Road Akron, Ohio 44319	12	13, 17	(330) 724-6995 www.goodwillakron.org	M – F 8:00am – 4:45pm
	Opportunities for Ohioans With Disabilities - Ohio Rehabilitation Services Commission – Bureau of Vocational Rehabilitation (BVR) and Bureau of Services for the Visually Impaired (BSVI)	161 South High Street, Suite 103 Akron, Ohio, 44308	5	5,6,7, 10,12,13, 17,19, 26, 30,34,102	(330) 643-3080 www.ood.ohio.gov	M – F 8:00am – 5:00pm
Mature Workers	Vantage Aging Employment & Training Solutions	2279 Romig Rd. Akron, Ohio 44320	9	3, 4, 26	(330) 762-8666, ext. 135 www.matureservices.org	M – F 8:30am – 5:00pm
Migrant Farm Workers	Path Stone	800 West Maple Street, Suite C Hartsville, Ohio 44632	--	n/a	(330) 587-4147 www.pathstone.org	M – F 8:00am – 5:00pm BY APPOINTMENT
Native Americans	North American Indian Culture Center (NAICC)	111 West Avenue Tallmadge, Ohio 44278	3	59	(330) 724-1280 http://www.ohioindians.org	M – TH 9:00am – 4:00pm BY APPOINTMENT
Veterans	Ohio Department of Job and Family Services	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 http://www.odjfs.state.oh.us/veterans/index.asp	M – W – TH – F 8:30am – 4:30pm T 8:30am – 7:00pm
	Summit County Veterans Service Commission - AMVETS Career Ctr.	1060 East Waterloo Road Akron, Ohio 44306	21	2, 17	(330) 564-1492 www.vscsummitoh.us/	M-T-TH -F 8:00am – 4:00pm W 8:00am – 2:00pm
Youth	Akron Summit Community Action, Inc., YouthBuild	230 W. Center Street Akron, Ohio 44302	23	3, 4, 14	(330) 761-0562 www.ascainc.org	M – F 8:00am – 5:00pm
	Akron Urban League and Community Service Center "School's In" GED program	440 Vernon Odom Boulevard Akron, Ohio, 44307	10	9, 14	(330) 434-3101 www.akronurbanleague.org	M – Th 8:00am – 6:00pm
	Jobs for Ohio's Graduates (JOG) Youth GED and Career Development Services	55 E. Cuyahoga Falls Avenue Akron, OH 44310	22	7,10,34	(330) 374-9445 www.jobstop.org	M – F 8:00am - 4:00pm
	Job Corps	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 660-4623 http://jobcorps.dol.gov	M – T – Th – F 8:30am – 4:30pm
	Next Step Youth Resource Room at Ohio Means Jobs Summit County	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 630-4640 http://www.summitohio.org/	M – W – Th – F 8:30am – 4:30pm T 8:30am – 7:00pm
	Opportunities for Ohioans with Disabilities (BVR and BSVI)	161 South High Street, Suite 103 Akron, Ohio 44308	5	5,6,7, 10,12,13, 17,19, 26, 30,34,102	(330) 643-3080 www.ood.ohio.gov	M – F 8:00am – 5:00pm
	Summit County Juvenile Court	650 Dan Street Akron, Ohio 44310	15	12	(330) 643-4542 www.co.summit.oh.us/juvenilecourt/	M – F 7:45am – 4:30pm
	Summit County Youth Employment for Success (YES) (Must meet income criteria)	140 East Market Street Akron, Ohio 44308	4	5, 6, 19, 30	(330) 643-8014 www.co.summit.oh.us	M – F 7:30am – 5:00pm WAITING LIST

Call INFO LINE 24 hours a day / 7 days a week for information about additional services including transportation, childcare, health services, education and training
Dial 211 or (330) 376-6660 • www.211summit.org