



# Employment Resource Centre Newsletter

January 2012

[www.chatham-kent.ca/erc](http://www.chatham-kent.ca/erc)

Chatham-Kent Employment Resource Centres  
Your #1 source for employment and career supports

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## Upcoming Job Fairs

The new **John D Bradley Conference Centre** is opening soon and seeking staff for a variety of positions, including banquet staff, kitchen staff, front house staff (reception, coat checks), maintenance / janitorial staff, concession stand, cashier, etc. This multi-purpose building is suited to meetings, conferences, business expos, concerts, weddings, etc. While this is a Municipal building, it is run by a private company called "**Compass Group**". Check out <http://www2.compass-canada.com/corp2/>

**January 11, 2012 Noon - 8 pm**

**January 12, 2012 9 am - 2 pm**

565 Richmond Street, Chatham, ON

Interested applicants should expect to be there 1-2 hours, bring an up to date resume and references. Applications and interviews will be completed on site

### Employment Resource Centres

#### CHATHAM

120 Wellington Street W.  
Federal Building  
519-380-8878

#### WALLACEBURG

786 Dufferin Ave.  
Municipal Service Centre  
519-627-6986

#### HOURS

Monday to Friday  
8:30 am to 4:00 pm

**EMPLOYMENT  
ONTARIO**

This Employment Ontario project is funded in part by the Government of Canada.

**The PIC Group** is looking for **On Call Quality Automotive Inspectors** in the Chatham/Kent area. Inspectors will be able to collect and record accurate data, perform visual, mechanical and functional verification of primarily automotive parts to set specifications and quality standards. Must have own transportation and pass a criminal background check. Visit <http://www.thepicgroup.com> for more information.

**January 13, 2012 8:30 am - 2:30 pm**

120 Wellington Street West, 1st Floor  
Chatham, ON

## Working in Ontario: Resources For What You Need to Know

### Accessibility for Ontarians with Disabilities Act

<http://www.aoda.ca/>

Accessibility standards, which give information on how to identify and remove barriers for those with disabilities.

### Employment Standards

<http://www.labour.gov.on.ca/english/es/>

Sets out the minimum standards for employers and employees.

### Occupational Health & Safety

<http://www.labour.gov.on.ca/english/hs/>

All workers have the right to return home each day safe and sound.

### Ontario Ministry of Labour

<http://www.labour.gov.on.ca/>

The Ministry of Labour's mission is to advance safe, fair and harmonious workplace practices that are essential to the social and economic well-being of the people of Ontario.

### Ontario Human Rights Commission

<http://www.ohrc.on.ca/>

The *Code* protects people in Ontario against discrimination in employment, accommodation, goods, services and facilities, and membership in vocational associations and trade unions. There are fifteen grounds of discrimination under the *Code*.

### WSIB

<http://www.wsib.on.ca/>

The government agency that oversees Ontario's workplace safety education and training system, provides disability benefits and monitors the quality of health care.

*For accurate, detailed and up-to-date information, consult with the actual service provider.*



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For more job searching information: [www.chatham-kent.ca/erc](http://www.chatham-kent.ca/erc)



# New Workshops at the Employment Resource Centres



## Job Search that Works

### Methods for a Successful Job Search

*For job seekers who want to expand and modernize their job search using more current techniques*

- Benefits of networking and how to make connections
- Taking advantage of the Internet and social media
- How to make your application stand out from the crowd

*And even more to take your job search beyond job boards and newspaper ads.*

**Chatham: January 12, 2012, 9:00 am to 11:30 am**

**Wallaceburg: February 29, 2012, 9:30 am to 11:30 am**

### To Register Contact:

Chatham ERC  
120 Wellington St. W.  
Chatham, ON  
Phone: 519-380-8878

OR

Wallaceburg ERC  
786 Dufferin Ave.  
Wallaceburg, ON  
Phone: 519-627-6986

## Ace the Interview

### Skills for Succeeding in Behavioural Interviews

*Obtain practical job interview skills that will prepare you for effective future interviews*

- Styles of interviewing and preparation techniques
- Tips for before, during, and after the interview
- Discuss typical interview questions and best practices for answering those tough questions

**Chatham: February 9, 2012, 9:00 am to 11:30 am**

**Wallaceburg: January 25, 2012, 9:30 am to 11:30 am**

## Looking to Volunteer?

New listings of volunteer positions available at the Employment Resource Centres

## Free Computer Job Readiness Program

- ▶ Hear from local employers!
- ▶ Learn the essential skills needed to get and keep your job!
- ▶ Learn how to market yourself!
- ▶ Learn **practical** computer skills including:

**Keyboarding**

**Microsoft Word**

**Microsoft Excel**

**Microsoft PowerPoint**



**EMPLOYMENT  
ONTARIO**

This Employment Ontario project is funded in part by the Government of Canada.

**Free 8-week course designed to prepare you for the world of work.**

The course is designed for adults with little or no computer experience.

Begins January 10, 2012  
Tues, Wed, Thurs. mornings  
from 9:00 am to noon.

Adult and Continuing Education  
25 Creek Road, Chatham ON

Contact 519-351-2689



# Free Computer Workshops

To be competitive in today's job market, you must have computer skills. The Employment Resource Centres are offering workshops for the job seekers who have little or no computer knowledge.

## Basic Computer

*For those with little to no computer experience*

Learn:

- Basic functions of a computer
- How to use the mouse and keyboard
- Computer terms and parts

**Chatham:** Jan. 10 & Feb. 7, 9:00 am

**Wallaceburg:** Jan. 17 & Feb. 14, 9:30 am

## Simple Internet

*A introduction to the Internet and e-mail*

Learn:

- What the Internet and search engines are
- How to use the Internet for job searching
- Popular job searching sites
- Set up an e-mail account

**Chatham:** Jan. 10 & Feb. 7, 1:00 pm

**Wallaceburg:** Jan. 17 & Feb. 14, 1:00 pm

## Beyond the Basics

*Intermediate computer skills*

Learn:

- To navigate & manipulate files & folders
- Keyboard shortcuts
- Intermediate e-mailing
- How to find the information on the Internet

**Chatham:** Jan. 11 & Feb. 8, 9:00 am

**Wallaceburg:** Jan. 20 & Feb. 17, 1:00 pm

## Intro to Word 2007

*An overview of the new version of Microsoft Word*

Learn:

- Menus and tools
- How to create new documents
- How to save, print and edit documents

**Chatham:** Jan. 11 & Feb. 8, 1:00 pm

**Wallaceburg:** Jan. 20 & Feb. 17, 9:30 am



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786 Dufferin Ave.

Wallaceburg, ON

519-627-6986



## Safe Management/Non-Violent Crisis Intervention Training

**When:** January 23rd and 24th, 2012

**Time:** 9am-4pm

**Fee:** \$148 plus HST = \$167.24/person

**Where:** St. Clair College Employment Centre

Unit 11—60 McNaughton Avenue, Wallaceburg, ON

**To Register:** Stop by our office in Wallaceburg or the Continuing Education office at Thames Campus.

**Questions:** Please call 519-628-5269



What you will learn:

- ▶ Active listening and non-violent communication skills
- ▶ Techniques to resolve potentially violent crises with safety and confidence
- ▶ Basic crisis intervention techniques, warning signs, verbal and non-verbal techniques, setting limits, and dealing with fear and anxiety
- ▶ An easy-to-learn 5-step approach to setting clear and enforceable limits which will increase your effectiveness with resistive individuals

# Computer Learning Center

provided by: Chatham-Kent Community Access Program

## Copy Paste Print Save: A How-To Workshop

Come learn how to copy, cut, paste, print and save files on your computer and from the internet. This workshop is your chance to finally learn those practical skills that can help you better organize your files and save your information. Simple is our promise; savvy will be your result.

Everyone is welcome. Pre-registration is required. Workshop is FREE. Call your branch now or email us at [ckcap@chatham-kent.ca](mailto:ckcap@chatham-kent.ca)

Monday Jan 16 1:30-3:30pm Ridgetown 519-676-3174

Tuesday Jan 17 6-8pm Dresden 519-683-4922

Wednesday Jan 18 1:30-2:30pm Wallaceburg 519-627-5292

Thursday Jan 19 1:30-3:30pm Blenheim 519-676-3174

Friday Jan 20 1:30-3:30pm Tilbury 519-682-0100

Saturday Jan 21 1:30-3:30pm Chatham 519-354-2940

