

**For additional information visit us at omjcc.us**



**Please call first to verify all dates and times on this flyer!**

## OMJ|CC Locations



### Downtown - Full Service Location

**1910 Carnegie Avenue  
Cleveland, Ohio 44115  
Hours: 8:00am to 4:30pm  
216-777-8200**

**Old Brooklyn Office**  
4261 Fulton Parkway (and Memphis Ave.)  
216-635-4142  
**Hours: 8:00am-4:00pm**

**Quincy Place Office**  
8111 Quincy Avenue  
216-561-5503  
**Hours:8:00 am-4:00 pm**

## Workshop Descriptions, Dates and Times

### Orientation

During the course of this day jobseekers are introduced to the services of OMJ|CC. You will register on our job search database and your needs will be assessed by our intake staff.



**Downtown – arrive anytime between 8:30am & 3:00pm Every Monday (with the exception of holidays)**

Oct, 1, \*9,15, 22, 29

Nov, 5, \*13, 19, 26

Dec, 3, 10, 17

\* Tuesday due to holiday

**Quincy Place – arrive anytime anytime between 8:30 am & 3:00 pm Every Wednesday**

Oct, 3, 10, 17, 24, 31

Nov, 7, 14, 21, 28,

Dec, 5, 12, 19

### Career Workshop

Learn to assess and communicate your skills; determine the skills needed for your career interests; identify career options and goals and develop an employment plan. You will also learn how to prepare for the tough interview questions, what questions you should ask, and how to follow-up after the interview.

**Downtown:  
9:00am - 4:00pm  
(Tues., Wed. and Thursday)**

Oct, 2, 3, 4

Oct, \*10, 11, 12

Oct, 16, 17, 18

Oct, 23, 24, 25

Oct, 30, 31 & Nov 1

Nov, 6, 7, 8

Nov, \*14, 15, 16

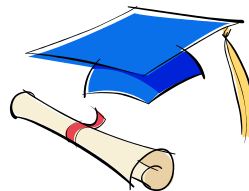
Nov, 27, 28, 29

Dec, 4, 5, 6

Dec, 11, 12, 13

Dec, 18, 19, 20

\* Wed. thru Fri. due to holiday



### Aspire Greater Cleveland

Together with Cleveland Public Library and Cuyahoga County Job & Family Services, Cuyahoga County Public Library is working to connect residents with social services and adult education. Our vision is for county residents to conveniently access the resources you need while providing you with services that can help you achieve work and education goals.

**Contact:**

**[aspiregreatercleveland.org](http://aspiregreatercleveland.org)**

**833-277-4732**

### **DOWNTOWN GED :**

#### **GED Orientation:**

**9:00 am - 1:00 pm**

**Friday, Oct 5 & 12**

**Friday, Nov 2 & 9**

**Friday, Dec 7 & 14**

#### **GED Classes:**

**9:00 am to Noon**

**Tuesday & Thursday**

\*Must attend orientation before attending class

#### **TABE Testing:**

**1<sup>st</sup> Friday of each month:**

**9:00 am to 12:30 pm**

October 5

November 2

December 7

### **DOWNTOWN ESOL :**

#### **\*ESOL Classes:**

**Monday and Wednesday:**

**1:00pm to 4:00pm**

\*Must attend orientation before attending class

**Contact:**

**[aspiregreatercleveland.org](http://aspiregreatercleveland.org)**

**833-277-4732**

**If you need an accommodation to participate, call the workshop location.**

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## Equal Access Services

Who is this for?

- Condition from an injury, illness or impairment that impacts Employment Services:
- Linkage with employment resources
- Determine job accommodations
- Education on issues of disclosure to employers
- Assess jobs for proper matches to enhance your success
- Support you in your employment services

Examples include:

- hearing or vision loss
  - lack of mobility
  - problems with reading
  - physical limitations
  - anxiety or depression
- chronic medical conditions

## Cuyahoga County Public Library (CCPL)

Putting the people of Cuyahoga County back to work is one of six priorities of the CCPL.

The Library Career Center empowers adults by offering job search resources, career counseling and a variety of free workshops that include beginning to advanced classes on computer software programs and the Internet at select branches throughout the CCPL system.

Please call 216-475-2225 or toll free 800-749-5560 with any questions or to sign up for classes.

### All Branches

Monday-Thursday:  
9:00 to 9:00  
Friday-Saturday:  
9:00 to 5:30  
Sunday:  
1:00 to 5:00

## Cleveland Public Library (CPL)

Cleveland Public Library works with residents to upgrade their skills and assist with their job search process.

TechCentral located within the Cleveland Public Library offers beginning and advanced workshops in Computers and Internet Basics, Creating Resumes and Improving Your Job Search as well as classes in Microsoft Word, Excel and Publisher, Email Basics and Mobile Devices.

Please call 216-623-2980 to register or stop in at your local library to register.



### Main Library Hours

Monday-Saturday 10:00 to 6:00  
Sunday: Closed

### Branch Hours

Monday, Tuesday, Thursday:  
10:00 to 7:00  
Wednesday, Friday, Saturday:  
10:00 to 6:00  
Sunday: Closed

**Main number: 216-623-2800**  
or visit website at:  
[www.cpl.org](http://www.cpl.org)

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### MIDTOWN

**Fleet Branch: (Mon/Wed)**  
7224 Broadway Avenue  
216-978-7150

## Mobile Community Employment Specialists

OMJCC now provides mobile Employment Specialists to meet with job seekers at branches of the Cuyahoga County and the Cleveland Public Library. Job seekers can register for services and meet with an Employment Specialist that can assist them with eligibility, provide information and referral services and discuss employment or training opportunities funded by OMJCC.

### Cuyahoga Public Library Branches (9am – 5:30pm)

#### WEST

**North Olmsted: (Thurs/Fri)**  
27403 Lorain Road  
216-402-0910

**Fairview Park: (Mon/Tues/Wed)**  
21255 Lorain Rd  
216-402-0910

#### SOUTH EAST

**Warrensville: (Mon-Fri)**  
4415 Northfield Road  
216-310-9043

**Garfield: (Mon/Wed/Fri)**  
5409 Turney Road  
216-402-1071

**Maple Heights (Tues/Thurs)**  
5225 Library Lane  
216-402-1071

#### SOUTH

**Parma: (Tues/Thurs)**  
6996 Powers Blvd.  
216-310-9042

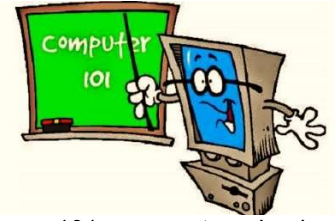
**Brooklyn: (Mon)**  
4480 Ridge Road  
216-310-9042

#### EAST

**South Euclid: (Tues/Thurs)**  
1876 South Green Road  
216-978-7150

**Mayfield: (Fri)**  
500 Som Ctr. Rd  
216-978-7150

## Computer Basics Every other Friday



Learn 101 computer basics including Microsoft Word, job search and more.  
Old Brooklyn Location  
4261 Fulton Parkway  
216-635-4141

Registration Required:  
**9am to 12pm**  
**Oct, 5, 19**  
**Nov, 2, 16, 30**  
**Dec, 14, 28**

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Job Placement  
**BEGINS HERE.**

Job Training  
**BEGINS HERE.**

