



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Career Support and Training Services Orientation

The Alaska Job Center Network is an Equal Opportunity Employer/Program. Auxiliary aids and services are available to individuals with disabilities upon request.

Career Support and Training Services

What we do:

- Administer State and Federal grant funds
 - Workforce Innovation Opportunity Act (WIOA)
 - State Training and Employment Program (STEP)
- Workforce development: high-growth, high-demand jobs

GOAL: To help an individual find and keep permanent, full-time EMPLOYMENT at a self-sustaining wage

Career Change: By Necessity vs. By Choice

Career Development Professional Staff

We assist in achieving career goals by:

- Determining grant program eligibility and suitability
- Addressing barriers to employment
 - Many different things can be a barrier to employment
 - Necessary to address barriers in order to be successful
- Providing referrals to partner resources
 - See handout provided



Career Development Professional Staff

- Assisting with resume, cover letter, application preparation, job search, interview preparation (*mock interviews*)
- Assessing the need for training or supportive services
- Developing an Individual Employment Plan (IEP)



The Job Seeker's Journey

1. ORIENTATION
2. PRE-ASSESSMENT & COMPLETED TO-DO LIST (IF ASSIGNED)
3. DEVELOP YOUR UNIQUE PLAN
(career planning, overall stability and job readiness, final eligibility determination, individual employment plan)
4. FUNDING ASSISTANCE FOR JOB SEARCH/TRAINING
5. EMPLOYMENT STABILITY AND RETENTION - SUCCESS!!!



Program Guidelines & Expectations

WIOA
WORKFORCE INNOVATION OPPORTUNITY ACT

STEP
STATE TRAINING AND EMPLOYMENT PROGRAM

Program Guidelines & Expectations

All Programs

- Must be 18 or older
- Veterans receive Priority of Service
- Financial assessments will be done on each individual
- Funding is determined on a case-by-case basis
- Individual needs will be determined

Program Guidelines & Expectations

Federal Programs

- Must be eligible to work in the United States
- Males must have registered for Selective Service if required to do so
- Training program must be on Eligible Training Provider List
 - www.jobs.state.ak.us
 - Click on Job Training
 - Click on Eligible Training Providers List

Program Guidelines & Expectations

State Program

- Must have been an Alaskan resident for at least 30 days
- Must have paid into Unemployment Insurance within the last 5 years
- Training program must be an Alaska Commission on Post-Secondary Education approved training
 - <https://acpe.alaska.gov>
 - hover over about us on top of screen
 - under Programs and Service, click Institutional Authorizations
 - select Postsecondary Institutions under magnifying glass

Program Guidelines & Expectations

- Training must result in a **certification**, **license**, **diploma** or **degree**
- Course of study must be **vocationally** or **occupationally** connected
- Training must be completed within 104 weeks (2 years) for federal programs; within 52 weeks for state program
- You must apply for other sources of funding: **PELL**, **scholarships**, **Unemployment Insurance**, etc. *(See handout)*

Program Guidelines & Expectations

- Follow the goals outlined in your Individual Employment Plan (IEP)
- Maintain monthly contact with your Employment Services Case Manager



FULL-TIME, PERMANENT
employment in a high-growth,
high-demand career field is
your



Any Questions??

Career Support & Training Services

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