



Are you looking for a JOB? Do you want SKILLS TRAINING?

STEP 1: Visit a ONE STOP CAREER CENTER.

One Stop Career Centers offer a wide range of services, including career counseling, resume workshops, interview tips, and access to computerized job listings. These centers can also help assess your eligibility for special programs including "Welfare to Work." Make an appointment today at one of the following One Stop Career Centers and visit the Family Help Desk for more details.

*Boston Career Link	1010 Harrison Avenue	(617) 536-1888
JobNet	210 South Street, 2 nd floor	(617) 338-0809 x.228 (Phyllis)
The Work Place	29 Winter Street	(617) 737-0093 x.121 (Roz)
Career Source	186 Alewife Brook Parkway	(617) 661-7867

*Have to attend a 1-hour training session on how to use their resources before being a member. Training sessions are M-F 12pm, M at 2pm, Tues & Thurs at 6pm.

STEP 2: You can also receive specific skills training by calling the following places. Please remember though that a ONE STOP CAREER CENTER can provide more extensive and comprehensive listings.

General Training

Action for Boston Community Development (ABCD)

178 Tremont Street, Boston (617) 357-6000
Offers skills training, business English/ESL, and job placement services.

ABCD -Learning Works

19 Temple Place, Boston (617) 357-6000 x7453
Welfare to Work Pathways program offers job-readiness training, adult education, job placement, child care, transportation assistance, and pre and post-placement services.

Office Skills Training

Asian American Civic Association

200 Tremont Street, Boston (617) 426-9492
Offers training in basic office procedures, telephone practice, filing, accounting principles, business English, typing, word processing, data entry, and job search skills.

Jewish Vocational Services

29 Winter Street, Boston (617) 542-1993
Offers training for computerized office skills; program is followed by job placement.

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Training in Child Care Services

Crittenton Hastings House

10 Perthshire Road, Brighton

(617) 782-7600

Offers program designed to assist women on welfare to develop the skills to become employed as child care teachers; training is in collaboration with Bunker Hill Community college.

Dorchester Y.M.C.A.

776 Washington Street, Dorchester

(617) 436-7750

Offers program designed to target Boston residents who are TANF recipients; program features all the requirements for state Certification as an early childhood teacher.

Training as a Health Assistant

American Red Cross

285 Columbus Ave, Boston

(617) 375-0700, x274

Offers skills training and certificate in Geriatric Caregiver, Nurse Assistant, and Home Health Aide.

Bunker Hill Community College

New Rutherford Ave, Boston

(617) 228-2475

Provides training for nursing, phlebotomy and medical assistant; including fundamentals of health care, health employment issues, English-as-a-Second-Language for Allied Health and English and math for college credits.

Caribbean Foundation of Boston

317 Blue Hill Ave, Dorchester

(617) 445-1228

Provides training for low-income linguistic minorities to become state certified home health aides.

Dimock Community Health Center

55 Dimock Street, Roxbury

(617) 442-8800

Provides training for working as a dental assistant; program will qualify students to perform clinical support functions; call for details.

La Alianza Hispana

409 Dudley Street, Roxbury

(617) 427-7175, x242

Offers program for certification as nursing assistant/ home health aide; provides basic education for not native and native English speakers, entry level job training, job placement, and access to advanced career education in the medical field.

Also Consider Community Centers

Many community centers provide GED, higher education programs, and job/skills training programs. Please inquire either at the Family Help Desk or at your town's community center in order to find out more.