



**FAR NORTHEAST TRAINING BOARD (FNETB)**  
your **Local Employment Planning Council**

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**COMMISSION DE FORMATION DU NORD-EST (CFNE)**  
votre **Conseil Local de Planification de l'Emploi**

# Directory of Employment, Training, Business and Related Services

in the Kirkland & District Community  
Development Corporation Region



July 2020



**FAR NORTHEAST TRAINING BOARD (FNETB)**  
your **Local Employment Planning Council**

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**COMMISSION DE FORMATION DU NORD-EST (CFNE)**  
votre **Conseil Local de Planification de l'Emploi**

FAR NORTHEAST TRAINING BOARD (FNETB)  
1425 Front Street, P.O. Box 2198, Hearst, ON P0L 1N0  
Telephone: 705.362.5788 or 800.530.9176

[www.fnetb.com](http://www.fnetb.com)



The information presented in this document is current at the time of printing.  
This directory is also available online at [www.fnetb.com](http://www.fnetb.com)

## **DIRECTORY OF EMPLOYMENT, TRAINING, BUSINESS AND RELATED SERVICES**

In an effort to support local service coordination, the Far Northeast Training Board (FNETB) is pleased to provide this local directory. It is design to provide a listing of employment, training and related services in the Kirkland Lake & District Community Development region.

The information contained in this document is current at the time of its publication. The FNETB will update the directory annually. Any changes or additions that are required beyond the annual update will be made if/when requested by service providers.



Société de développement communautaire  
**Kirkland & District**  
Community Development Corporation  
Une Société d'aide au développement des collectivités  
A Community Futures Development Corporation



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## EMPLOYMENT OPTIONS EMPLOI

Website: [www.northern.on.ca/employment-options/](http://www.northern.on.ca/employment-options/)

Facebook : <https://www.facebook.com/EmploymentOptionsEmploiKL/>

Email: [kl.employmentservices@northern.on.ca](mailto:kl.employmentservices@northern.on.ca)



140 Government Road East  
Kirkland Lake

Phone: 705.567.9238

Toll Free: 877.667.9238

Fax: 705.567.9480

Business Hours:

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

**Area Served:** Englehart, Kirkland Lake, Larder Lake, Matachewan & Virginiatown

### **Ontario Employment Services:**

- Provides comprehensive employment and job search services
- Offers assessment of skills, interest and experience
- Provides job search strategies, including résumé preparation
- Offers information about careers and occupations, local labour market, employment and training opportunities
- Coordinates on-the-job training, work experience
- Offers help in maintaining employment
- Provides information and referral to other employment and community services

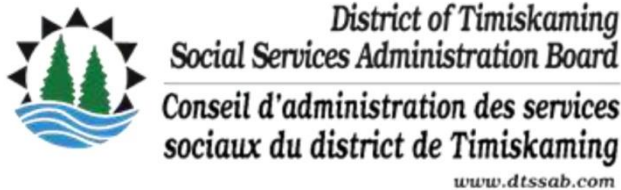
### **Programs and Services:**

- Second Career Program
- Services for employers
- Canada-Ontario Job Grant
- Youth Job Connection
- Youth Job Connection Summer

## DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD

Website: [www.dtssab.com](http://www.dtssab.com)

Facebook: <https://www.facebook.com/DTSSAB/>



29 Duncan Avenue North – Kirkland Lake

Phone: 705.567.9366

Toll Free: 1.888.544.5555

Fax: 705.567.9492

Business Hours:

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

Assists Ontario Works participants by providing a self serve employment resource centre, offering access to the following job search tools:

- Computers with email and Internet access
- Career planning, word processing and resume software programs
- Access to job banks and community job posting boards with jobs available now
- Fax machine, phone and photocopier
- Books, directories, newspapers and labour market information

\*\* Must be a recipient of Ontario Works (OW) or Ontario Disability Support Program (ODSP)

## COMMUNITY LIVING – KIRKLAND LAKE

Website: [www.communitylivingkl.com](http://www.communitylivingkl.com)

Facebook : [www.facebook.com/communitylivingkl/](http://www.facebook.com/communitylivingkl/)



51 Government Road West – Kirkland Lake

Phone: 705.567.9331

Fax: 705.567.5005

Business Hours:

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

### Supported Employment Program

Community Living Kirkland Lake is committed to supporting people with intellectual disabilities in attaining their employment goals.

Individuals are supported in a variety of jobs, ranging from office administration to customer service. Through Employment Services, people experience the dignity and camaraderie of work.

Adults are assisted with every aspect of finding meaningful employment, including job readiness, resume writing, job searches, development with potential employers and job coaching. Participating businesses gain a hard-working, dedicated employee and develop a greater understanding of people with intellectual disabilities.

### SERVICE CANADA



8 Oakes Avenue – Kirkland Lake

Toll Free Information: 800.622.6232

Business Hours:

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



## PROFESSIONS NORTH/NORD



Website: [www.professionsnorth.ca](http://www.professionsnorth.ca)

Facebook : [www.facebook.com/ProfessionsNorthNord/](https://www.facebook.com/ProfessionsNorthNord/)

Email: [info@professionsnorth.ca](mailto:info@professionsnorth.ca)

935 Ramsey Lake Road – Sudbury  
Toll Free: 866.210.3020

- Professions North/Nord (PNN) as an initiative of Laurentian University that assists internationally trained professionals (ITPs) find employment in Northern Ontario and employers find qualified candidates.

### **Employment Services**

- Employment connections in Northern Ontario
- Assistance with résumés, cover letters and portfolios
- Interview skills support
- Intercultural Communication for the Canadian Workplace
- Mentorship opportunities
- Access to resources related to your profession
- Information on accreditation

### **Services for employers:**

- Recruitment Services
- Résumé Screening
- Job Matching
- Employee Retention
- Mentorship Opportunities

### CENTRE DE FORMATION DES ADULTES INC.



Website: [cfakirklandlake.wix.com/formation](http://cfakirklandlake.wix.com/formation)  
Facebook: <https://www.facebook.com/CFAKL>  
Email: [cfa@ntl.sympatico.ca](mailto:cfa@ntl.sympatico.ca)

4 Al Wende Avenue, 2<sup>nd</sup> Floor – Kirkland Lake

Phone: 705.567.3229  
Fax: 705.567.3229

Business Hours:  
Monday to Friday: 9:00 am to 4:00 pm

- Provides literacy and basic skills training, including numeracy, digital, communication and interpersonal skills.
- Helps learners prepare for employment, apprenticeship, secondary-school credit, post-secondary education and greater independence

### LITERACY COUNCIL OF NORTH TIMISKAMING

Facebook: [www.facebook.com/TheLiteracyCouncilOfNorthTimiskaming/](http://www.facebook.com/TheLiteracyCouncilOfNorthTimiskaming/)  
Email: [literacycouncilnt@gmail.com](mailto:literacycouncilnt@gmail.com)



140 Government Road East, Room G236 – Kirkland Lake  
Phone: 705.567.3322  
Fax: 705.567.3320

Business Hours:  
Monday to Thursday: 8:30 am to 4:00 pm  
Friday: 9:30 am to 3:30 pm

- Provides literacy and basic skills training, including numeracy, digital, communication and interpersonal skills.
- Helps learners prepare for employment, apprenticeship, secondary-school credit, post-secondary education and greater independence.

## NORTHERN COLLEGE



Website : [www.northernnc.on.ca](http://www.northernnc.on.ca)

Facebook : [www.facebook.com/northernnc/](https://www.facebook.com/northernnc/)

140 Government Road East – Kirkland Lake

Phone: 705.567.9291

Fax: 705.568.8186

Offers:

- Over 75 full-time, part-time, certificate, diploma, and apprenticeship programs and hundreds of in-class, web-base, and correspondence courses.
- Post-secondary and career-entrance preparation programs and academic upgrading.

### Northern Training Division

705.567.9291 Ext: 3624

[training@northernnc.on.ca](mailto:training@northernnc.on.ca)

## NORTHERN COLLEGE – LITERACY AND BASIC SKILLS



Website : [www.northernnc.on.ca/academic-upgrading/](http://www.northernnc.on.ca/academic-upgrading/)

140 Government Road East – Kirkland Lake

Phone: 705.567.9291 Ext 3606

Fax: 705.568.8186

### Business Hours:

Monday and Tuesday: 9:00 am to 3:00 pm

Wednesday and Thursday: 9:00 to 2:00 pm

Friday: 9:00 am to noon

- Provides literacy and basic skills training, including numeracy, digital, communication and interpersonal skills.
- Helps learners prepare for employment, apprenticeship, secondary-school credit, post-secondary education and greater independence.

## CONTACT NORTH | CONTACT NORD

### Contact North

Ontario's Distance Education  
& Training Network

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### Contact Nord

Le réseau d'éducation et de  
formation à distance de l'Ontario

Website: [www.contactnorth.ca](http://www.contactnorth.ca)

Facebook : [www.facebook.com/CNKirklandLake](https://www.facebook.com/CNKirklandLake)

Toll Free Number: 877.999.9149

#### Englehart

80 Seventh Avenue  
Fax: 705.544.5466

#### Kirkland Lake

140 Government Road East  
Fax: 705.597.5123  
Email: [kirklandlake@contactnorth.ca](mailto:kirklandlake@contactnorth.ca)

#### Matheson

422 Fourth Avenue  
Fax: 705.273.2862

#### Wahgoshig

R.R. #3  
Fax: 705.273.1054

- 981 online certificates, diploma, undergraduate and graduate programs
- 20,008 online courses
- 7,637 literacy and basic skills and training courses

### KIRKLAND & DISTRICT COMMUNITY DEVELOPMENT CORPORATION

Website: [www.kdcdc.com](http://www.kdcdc.com)

Facebook : [www.facebook.com/KDCDCKirklake/](http://www.facebook.com/KDCDCKirklake/)

Email: [administration@kdcdc.com](mailto:administration@kdcdc.com)



Société de développement communautaire  
**Kirkland & District**  
Community Development Corporation  
Une Société d'aide au développement des collectivités  
A Community Futures Development Corporation



23 Government Road East  
Kirkland Lake

Phone: 705.567.3331

Toll Free: 800.297.7347

Fax: 705.567.6565

Business Hours:

Mon-Fri: 8:30 am to 4:30 pm

The Kirkland & District CFDC offers a full range of services for businesses:

- Business Counselling
  - Access to a broad range of business information and services
- Business Financing
  - Small business loans for business start-up or expansion projects
- Community Development
  - Creating community and economic development opportunities

### PARO CENTRE FOR WOMEN'S ENTERPRISE



Website: [www.paro.ca](http://www.paro.ca)

Facebook: [www.facebook.com/PARO.Centre/](http://www.facebook.com/PARO.Centre/)

Email: [info@paro.ca](mailto:info@paro.ca)

110-105 May Street North - Thunder Bay

Phone: 807.625.0328

PARO Centre for Women's Enterprise provides programs and services to women across Northern Ontario who are ready to start, grow or build new opportunities.

## ENGLEHART ECONOMIC DEVELOPMENT



Website: [www.engehart.ca](http://www.engehart.ca)  
Facebook : [www.facebook.com/Town-of-Englehart-221600601313074](https://www.facebook.com/Town-of-Englehart-221600601313074)  
Email: [englehrt@ntl.sympatico.ca](mailto:englehrt@ntl.sympatico.ca)

61 Fifth Avenue – Englehart  
Phone: 705.544.2244  
Fax: 705.544.8737

Business Hours:  
Monday to Friday: 8:00 am to 4:00 pm

Offers the following supports and services

- Access to government contracts
- Access to credit and financing resources
- Loan form preparation assistance
- Customized training
- Technical assistance on market research, marketing plans and business plans

## MATACHEWAN FIRST NATION – ECONOMIC DEVELOPMENT



Website: [www.matachewanfirstnation.com](http://www.matachewanfirstnation.com)  
Email: [matachewan@mfnrez.ca](mailto:matachewan@mfnrez.ca)

Lot 44 – Matachewan  
Phone: 705.565.2230  
Toll Free: 866.781.4189  
Fax: 705.565.2585

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

- Works to access funding for band-owned business ventures
- Provides coaching in areas such as business plan development and assistance in obtaining financial support for people wanting to start own business
- Maintains local business directory

## MINISTRY OF ENERGY, NORTHERN DEVELOPMENT AND MINES



Website: [www.mndm.gov.on.ca](http://www.mndm.gov.on.ca)

Facebook : [www.facebook.com/ONnorth/](https://www.facebook.com/ONnorth/)

1451 Government Road West – Kirkland Lake

Phone: 705.568.4520

- Helps northerners build stronger, more prosperous economies and communities
- Promotes economic growth, infrastructure enhancements and investment in Northern Ontario
- Delivers Ontario government programs, services and information, including:
  - Northern Ontario Heritage Fund Corporation (NOHFC) programs

## ENTERPRISE TEMISKAMING



Website: [www.enterprisetemiskaming.ca](http://www.enterprisetemiskaming.ca)

Facebook: [www.facebook.com/enterprisetemiskaming/](https://www.facebook.com/enterprisetemiskaming/)

Email: [info@enterprisetemiskaming.ca](mailto:info@enterprisetemiskaming.ca)

40 Government Road – Kirkland Lake

Phone: 705.672.5155

Toll Free: 800.361.2281

Fax: 705.672.2911

Business Hours:

Mon-Fri: 8:30 am to 4:30 pm

Enterprise Temiskaming is focused on providing support to start-up and small enterprises during their initial years of development and operation. Entrepreneurs are provided with easy access to business consulting services and information covering management, marketing, technology and financing. Enterprise Temiskaming offers first-stop convenience for a wide variety of support resources including:

- Free consultations with a qualified business consultant
- Step-by-step guidance on starting or growing a business
- Review of business plans
- Up-to-date information on funding programs, government services, and regulations
- Workshops and seminars
- Connections to mentoring and networking opportunities
- Internet and computer access for business research and planning

## PRODUCTIVITY & INNOVATION CENTRE (PIC)



Website: [picontario.ca](http://picontario.ca)  
Email: [info@picontario.ca](mailto:info@picontario.ca)

130 Spruce Street South, Suite 1 - Timmins  
Phone: 705.269.1354

The Productivity & Innovation Centres support SMEs and entrepreneurs with research & development, applied research, commercialization, and scale-up. In particular, they

- Provide access to advisory services and programs
- Support the design of innovation products and services
- Facilitate commercialization processes
- Support improvement in SME productivity and growth capacity
- Act as ecosystem navigator, providing access to provincial, federal and private sector innovation programs

## NEONET



Website: [www.neonet.on.ca](http://www.neonet.on.ca)  
Facebook : <https://www.facebook.com/NEONet.Timmins/>  
Email: [info@neonet.on.ca](mailto:info@neonet.on.ca)

4715 Highway 101 East – Suite B-142  
Northern College - Timmins  
Phone: 705.360.1353

Business Hours:  
Mon-Fri: 8:00 am to 4:00 pm

Assisting Northeastern Ontario to implement technology to become more innovative.

Their mandate is to promote and develop ICT infrastructures, applications, and education and awareness



**AL ANON FAMILY GROUPS**

Toll Free Number: 888.425.2666

**Englehart meeting:**  
Good Shephard Church  
139 Second Avenue

Thursday – 7:00 pm



**Kirkland Lake Meeting:**  
Holy Name Hall  
37 Kirkland Street West

Wednesday – 7:30 pm

Al-Anon is a mutual support program for people whose lives have been affected by someone else's drinking. By sharing common experiences and applying the Al-Anon principles, families and friends of alcoholics can bring positive changes to their individual situations, whether or not the alcoholic admits the existence of a drinking problem or seeks help.

**NATIONAL NATIVE ALCOHOL AND DRUG ABUSE PROGRAM**

**Matachewan First Nation**

Website: [www.matachewanfirstnation.com](http://www.matachewanfirstnation.com)  
Email: [matachewan@mfnez.ca](mailto:matachewan@mfnez.ca)

1 Moyeur Avenue

Phone: 705.565.2230  
Toll Free: 866.781.4189

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

**Wahgoshig First Nation**

Website: [www.wahgoshigfirstnation.com](http://www.wahgoshigfirstnation.com)

360 Penatuche Road

Phone: 705.273.2055 extention: 258

Business Hours:  
Monday to Friday 8:30 am to 4:30 pm

Provides services and support for individuals and families struggling with addiction issues:

- Offers Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings when required
- Provides transportation to all meetings and workshops upon request

## **CRISIS / HELPLINES**

### **ASSAULTED WOMEN'S HELPLINE**

[www.awhl.org](http://www.awhl.org)

866.863.0511

### **DRUG & ALCOHOL HELPLINE**

[www.drugandalcoholhelpline.ca](http://www.drugandalcoholhelpline.ca)

800.565.8603

### **FEM'AIDE**

[www.femaide.ca](http://www.femaide.ca)

877.336.2433

### **KIDS HELP PHONE**

[www.kidshelphone.ca](http://www.kidshelphone.ca)

800.668.6868

### **LEGAL AID**

[www.legalaid.on.ca](http://www.legalaid.on.ca)

800.668.8258

### **MENTAL HEALTH HELPLINE**

[www.mentalhealthhelpline.ca](http://www.mentalhealthhelpline.ca)

866.531.2600

### **ONTARIO PROBLEM GAMBLING HELPLINE**

[www.problemgamblinghelpline.ca](http://www.problemgamblinghelpline.ca)

888.230.3505

### **TELEHEALTH**

866.797.0000

### **VICTIM CRISIS ASSISTANCE & REFERRAL SERVICES (VCARS)**

888.579.2888

## **DAYCARE SERVICES**

### **CENTRE POUR ENFANTS TIMISKAMING CHILD CARE**

54 Third Street – Englehart  
Phone: 705.544.8837

30 Second Street – Kirkland Lake  
Phone: 705.567.8837

### **ENGLEHART AND AREA CHILD CARE CENTRE**

70 Eight Avenue – Englehart  
Phone: 705.544.2448

### **GARDERIE FRANCOFLEUR ET MIEL**

31 Churchill Drive – Kirkland Lake  
Phone: 705.568.6565

### **KEEPERS OF THE CIRCLE**

109 Burnside Drive – Kirkland Lake  
Phone: 705.567.6177

### **KIRKLAND LAKE DAY CARE CENTRE**

117 Queen Street – Kirkland Lake  
Phone: 705.567.4225

### **SECOND STREET DAYCARE**

140 Government Road – Kirkland Lake  
Phone: 705.567.6930

## FOOD BANKS

### LARDER-MCGARRY FOOD BANK

42 Connell Avenue  
Phone: 705.643.6207

Business Hours:  
Friday 10:00 am to noon

### THE SALVATION ARMY – KIRKLAND LAKE

6 Sylvanite Avenue – Kirkland Lake  
Phone: 705.567.5877  
Fax: 705.567.3534

Business Hours:  
Monday: 9:30 am to 11:30 am and 1:00 pm to 3:00 pm  
Friday: 9:00 am to 11:00 am

## HOUSING

### DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD



*District of Timiskaming  
Social Services Administration Board*  
*Conseil d'administration des services  
sociaux du district de Timiskaming*  
[www.dtssab.com](http://www.dtssab.com)

Website: [www.dtssab.com](http://www.dtssab.com)

29 Duncan Avenue North  
Kirkland Lake

Phone: 705.567.9366 Ext 2229  
Toll Free: 888.544.5555  
Fax: 705.567.1942

Business Hours:  
Monday to Friday: 8:30 am to 4:30 pm

- Offers rent geared to income and market rent services
- Processes applications, maintains waiting lists and identifies applicants for tenant selection
- Housing allowance and rent supplement units available
- Priority status available for victims of domestic violence

# SETTLEMENT / NEWCOMER SERVICES

## TIMMINS & DISTRICT MULTICULTURAL CENTRE

Website: [www.timminsmulticultural.ca](http://www.timminsmulticultural.ca)

Facebook : [www.facebook.com/TimminsDMC/](https://www.facebook.com/TimminsDMC/)

Email: [info@timminsmulticultural.ca](mailto:info@timminsmulticultural.ca)



Timmins & District  
**Multicultural Centre**  
Immigrant Settlement Services

130 Spruce Street South, Suite 1 – Timmins

Phone: 705.269.8622

Toll Free: 877.890.0901

Fax: 705.269.8624

Business Hours:

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

Offers general settlement and community orientation services for immigrants and refugees

### **Orientation and Adaptation Services**

- Offers needs assessment and information and referral to community and social services, support with finding housing, child care, registering children in school and health care
- Provides help filling out government forms including housing and immigration sponsorship forms

### **Commissioner of Oaths**

- Serves as a Commissioner of Oaths for verifying original documents

### **Translation and Interpretation Services**

- Maintains a list of volunteer interpreters who speak various languages (languages available are based on the languages volunteers can speak)
- Offers interpretation services to those who are struggling with English or French
- Provides translation services (includes documents)

### **Resource Center:**

- Provides a variety of print resources relevant to newcomers
- Offers brochures from other social service agencies

# KIRKLAND LAKE MULTICULTURAL GROUP



Website: [klmulticulturalgroup.com](http://klmulticulturalgroup.com)

Facebook: [www.facebook.com/groups/klmulticultural/](http://www.facebook.com/groups/klmulticultural/)

Phone: 705.570.2211

The Kirkland Lake Multicultural Group is a non-profit organization providing welcoming support for newcomers to Kirkland Lake and surrounding areas.

They provide free assistance to newcomers by offering settlement services such as local information, support, social events and a welcoming network.

## **Services include:**

- Settlement assistance
- Orientation
- Family oriented social gatherings
- Weekly drop in social group
- English or French as a second language referrals
- Outdoor, art and cultural activities
- Cooking classes
- Citizenship, immigration and passport assistance referrals
- Canadian Mental Health referral
- Childrens' activities
- Holiday celebrations
- Potluck dinners

## **BEAVERHOUSE FIRST NATION – YOUTH MENTAL HEALTH PROGRAM**



26 Station Road North – Kirkland Lake

Phone: 705.567.2022

Fax: 705.567.1143

Business Hours:

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

Promotes the development of good mental health and provides mental health services for youth.

- Provides individuals and group mental health counselling for issues such as but not limited to: addictions, anger management, anxiety disorders, depression, family violence, grief and loss.
- Offers treatment services using both traditional and contemporary health care practices
- Coordinates services of a visiting psychologist
- Provides educational seminars and workshops to community members about various mental health issues.

# CANADIAN MENTAL HEALTH ASSOCIATION



Website: [www.cmhact.ca](http://www.cmhact.ca)  
Email: [cmhatimsk@cmhact.ca](mailto:cmhatimsk@cmhact.ca)

## **Kirkland Lake**

5 Kirkland Street West  
Phone: 705.567.9596  
Fax: 705.567.5211

## **Englehart**

63 5<sup>th</sup> Street  
Phone: 705.544.1971  
Fax: 705.544.2117

The Canadian Mental Health Association provides recovery-focused programs and services for people of all ages and their families.

### Services offered:

- Addiction Services
- Assertive Community Treatment Team (ACTT)
- Behavioural Supports Ontario
- Case Management
- Community Outreach Program
- Concurrent Disorders
- Consumer Survivor
- Developmental Disabilities Services
- Early Intervention Psychosis
- Group and Public Education
- Housing Services
- Justice Support Services
- Primary Care
- Senior's Mental Health Program



## SOCIAL ASSISTANCE

### DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD



*District of Timiskaming  
Social Services Administration Board*  
*Conseil d'administration des services  
sociaux du district de Timiskaming*  
[www.dtssab.com](http://www.dtssab.com)

Website: [www.dtssab.com](http://www.dtssab.com)

29 Duncan Avenue North  
Kirkland Lake

Phone: 705.567.9366

Toll Free: 888.544.5555

Fax: 705.567.9492

Business Hours:

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

#### **ONTARIO WORKS:**

- Provides short term financial assistance to individuals and families in need
- Offers Extended Health Benefits to qualifying individuals
- Provides information to recipients about participation requirements including seeking employment, basic education, volunteer work, or self employment

#### **ONTARIO DISABILITY SUPPORT PROGRAM (ODSP)**

Website: [www.mcass.gov.on.ca](http://www.mcass.gov.on.ca)



145 Government Road West – Kirkland Lake

Phone: 705.567.3391

Toll Free: 800.461.4961

Fax: 705.567.5011

Business Hours:

Monday to Friday 8:30 am to 5:00 pm

- Offers financial assistance to individuals with disabilities and their families
- Offers benefits including prescriptions drugs and vision care
- Offers employment assistance to help find and maintain a job, and career advancement