

RESOURCE GUIDE FOR JOB SEEKERS

County of Summit, Ohio
Russell M. Pry, Executive

JOB SEARCH TIPS

For more help, visit:

The Job Center
1040 East Tallmadge Avenue
Akron, Ohio 44310
(330) 633-1050

Before you start your job search:

- ◆ Establish your job goal; decide on one or two occupations you want to pursue.
- ◆ Find a job counselor (*see back*) to help you make a resume, practice interviewing and help you find jobs.
- ◆ Plan transportation and child care.
- ◆ Know the hours and pay you will need.
- ◆ Have your documents ready:
 - Driver's License or state ID
 - Social Security card
 - Work Authorization if not yet a US citizen
- ◆ Build networks of help and support. Tell family and friends that you need a job.
- ◆ Consider part-time jobs temporarily.

A job search is hard work!

- ◆ Start looking for work right away.
- ◆ Get organized. Keep good records and follow up on every job application. Don't just wait for a phone call.
- ◆ Apply to many jobs, not only those from ads.
- ◆ Consider what jobs you can do. A new job can be a chance to try using old skills in new ways.
- ◆ Join job-search clubs. You're not alone!
- ◆ Stay physically active, hopeful.

Consider including on job applications or resumes:

- ◆ Past jobs, schools, classes and training, computer skills.
- ◆ Some unpaid work may show skills important to a job. If so, list hobbies, volunteering, other activities or computer skills, even those learned at home.
- ◆ Awards and involvement in your neighborhood, place of worship, school or PTA that show your skills.

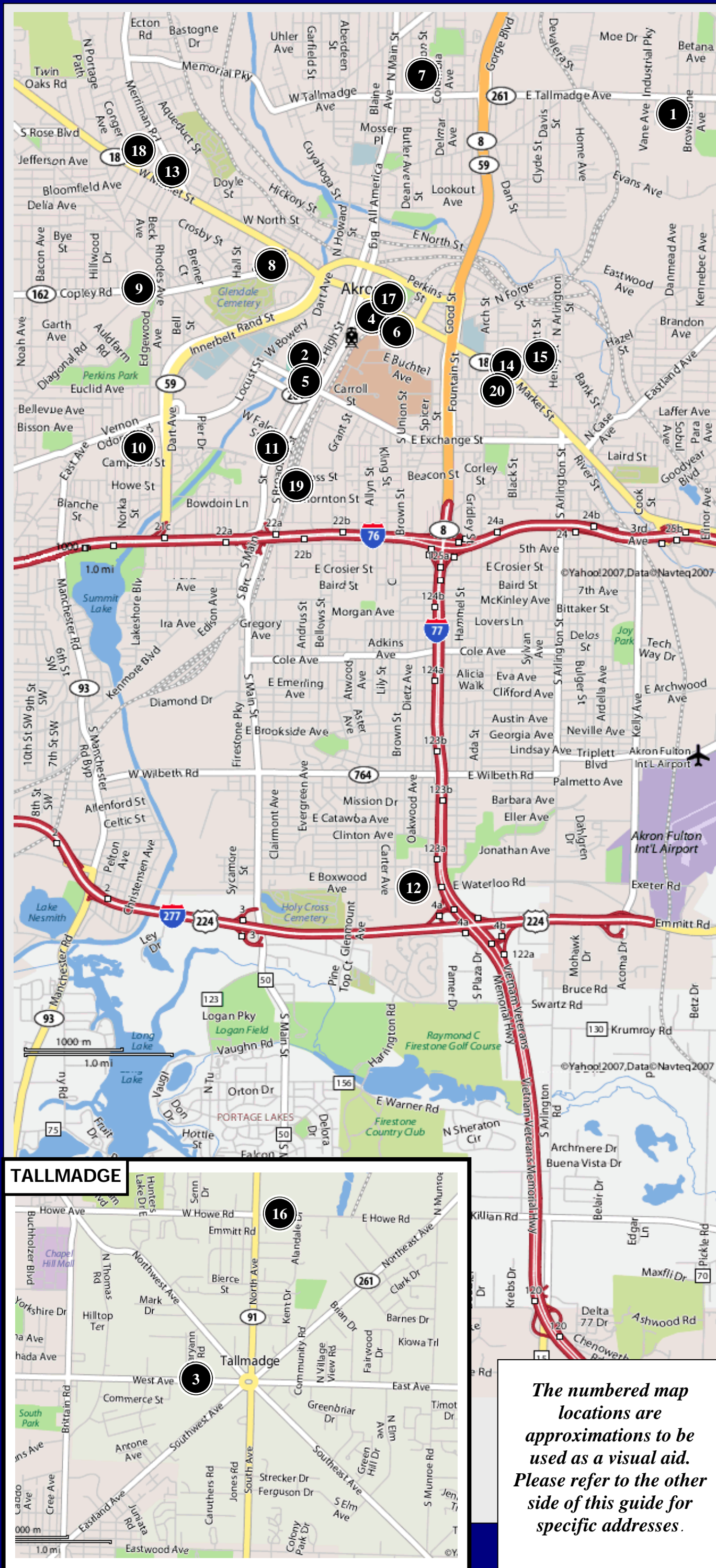
See the other side of this guide for specialized help available to:

- ◆ Entrepreneurs
- ◆ Ex-offenders
- ◆ Foreign-born workers
- ◆ Homeless workers
- ◆ Workers with disabilities
- ◆ Migrant farm workers
- ◆ Native Americans
- ◆ Older workers
- ◆ Veterans
- ◆ Youth



Summit 2010: A Quality of Life Project

Revised April 2009



The numbered map locations are approximations to be used as a visual aid. Please refer to the other side of this guide for specific addresses.

Job Seeker Resources in Summit County

General Services

	Site Name	Address	Map	Bus Line	Phone Number/ Web Site	Hours (Please call to confirm)
All Job Seekers	Summit County One Stop (The Job Center)	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 www.thejobcenter.biz	M – W – F 8:30am – 4:30pm T – TH 8:30am – 7:00pm
	Goodwill Employment Resource Center	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 www.goodwillakron.org	M – F 8:30am – 4:30pm
	Summit County Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 http://ohioworkforce411.gov	M – F 8:30am – 4:30pm
	Ohio Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 www.jfs.ohio.gov	M – F 8:30am – 4:30pm
	Akron Urban League and Community Service Center	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 434-3101 www.akronurbanleague.org	M – F 9:00am-5:00pm

Specialized Services

Certain eligibility requirements may apply

Entrepreneurs	Akron Global Business Accelerator	526 South Main St. Akron, Ohio 44311	11	8, 18, 24, 111	(330) 375-2173 www.ci.akron.oh.us/aii/	M – F 8:00am – 4:30pm
	SCORE (Service Corps of Retired Executives)	1 Cascade Plaza, 18 th Floor Akron, Ohio 44308	2	7, 10, 12, 17, 34, 110	(330) 379-3163 www.akronscore.org	M – TH 9:00am – 2:00pm
Ex-Offenders	Akron Urban League and Community Service Center	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 434-3101 www.akronurbanleague.org	M – F 9:00am-5:00pm
	Akron-Urban Minority Alcoholism Drug Abuse Outreach Program (UMADAOP)	665 West Market Street Akron, Ohio 44303	13	1	(330) 379-3467 www.akronumadaop.com	M – F 8:30am – 9:00pm
	Bondage Breakers	680 East Market Street, Suite 305 Akron, Ohio 44305	14	5, 6, 30	(330) 376-6245 www.bondagebreakersinc.org	Monday and Wednesday PLEASE CALL FIRST
	Ohio Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 630-3061 www.jfs.ohio.gov	M – F 8:30am – 4:30pm
	Oriana House – Moving Towards Employment	885 East Buchtel Avenue Akron, Ohio 44305	15	19	(330) 535-8116 www.orianahouse.org	M – TH 8:00am -5:00 pm PLEASE CALL FIRST
Foreign-Born Workers	Asian Services in Action (ASIA)	730 Carroll Street Akron, Ohio 44304	20	5, 6	(330) 535-3263 www.asiainc-ohio.org	M – F 9:00am – 5:30pm
	International Institute	207 East Tallmadge Avenue Akron, Ohio 44310	7	34, 7, 12, 33	(330) 376-5106, ext. 20 www.iiakron.org	M – F 8:30am - 4:30pm and W 6:00pm – 9:00pm
Homeless Workers	ACCESS, Inc.	230 West Market Street Akron, Ohio 44303	8	1, 28	(330) 376-0997or 535-2995 www.access-shelter.org	24 hours/day, 7 days/week
	Battered Women’s Shelter of Summit and Medina County	759 West Market Street Akron, Ohio 44303	18	1	Shelter Crisis Line (330) 535-2999 (330) 374-0740 www.scmcbws.org	
	Community Support Services	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	24-Hour Hotline (330) 374-1111	M – F 8:30am – 4:30pm 24 hours/day, 7 days/week
	Harvest Home (Women and children)	24 N. Prospect St. Akron, Ohio 44304	17	5, 6	(330) 762-4663 www.cssbh.org	M – F 8:30am – 5:00pm
	Haven of Rest (Men)	175 East Market Street Akron, Ohio 44308	6	5, 6	(330) 434-1149 www.havenofrest.org	M – F 8:00am – 4:30pm Shelter open 24 hours/day, 7 days/week
Individuals with Disabilities	Community Support Services (Employment Services)	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	(330) 535-1563 www.havenofrest.org	M – F 8:00am – 4:30pm Shelter open 24 hours/day, 7 days/week
	County of Summit Board of MRDD	89 East Howe Road Tallmadge, Ohio 44278	16	7, 59	(330) 253-9675 www.cssbh.org	M – F 8:30am – 5:00pm
	Goodwill Industries of Akron	570 East Waterloo Road Akron, Ohio 44319	12	13, 17	(330) 634-8000 http://summitmrdd.org	M – F 8:00am – 4:00pm
	Ohio Rehabilitation Services Commission – Bureau of Vocational Rehabilitation (BVR) and Bureau of Services for the Visually Impaired (BSVI)	161 South High Street, Suite 103 Akron, Ohio 44308	5	19	(330) 724-6995 www.goodwillakron.org	M – F 8:00am – 4:45pm
Migrant Farm Workers	Path Stone	1005 S. Arch Alliance, Ohio 44601	--	n/a	(330) 643-3080 www.rsc.ohio.gov	M – F 8:00am – 4:45pm
Native Americans	North American Indian Culture Center (NAICC)	111 West Avenue Tallmadge, Ohio 44278	3	7, 59	(330) 374-0740 www.pathstone.org	M – F 8:00am – 5:00pm BY APPOINTMENT
Older Workers	Mature Services – Senior Employment Center	415 South Portage Path Akron, Ohio 44320	9	1, 4	(330) 724-1280 www.members.aol.com/NAICC2/NAICC.html	M – F 9:00am - 4:00pm BY APPOINTMENT
Veterans	Ohio Department of Job and Family Services	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 762-8666, ext. 135 www.matureservices.org	M – F 8:30am – 5:00pm
Youth	Akron Urban League “School’s In” GED program	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 633-1050 http://www.odjfs.state.oh.us/veterans/index.asp	M – W – F 8:30am – 4:00pm T – TH 8:30am – 7:00pm
	Ohio Rehabilitation Services Commission (BVR and BSVI)	161 South High Street, Suite 103 Akron, Ohio 44308	5	19	(330) 434-3101 www.akronurbanleague.org	M – F 9:00am -5:00pm
	Job Corps	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 643-3080 www.rsc.ohio.gov	M – F 8:00am – 5:00pm
	Next Step Services (Tri County JOG)	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	330-630-4623 http://jobcorps.dol.gov	M – F 8:30am – 4:30pm
	Summit County Youth Employment for Success (YES) (Must meet income criteria)	140 East Market Street Akron, Ohio 44308	4	5, 6	(330) 630-4640 www.jobstop.org	M – W – F 8:30am – 4:00pm T – TH 8:30am – 6:30pm

**Call INFO LINE 24 hours a day / 7 days a week
for information about additional services including education and training
Dial 211 or (330) 376-6660
www.211summit.org**