



# Kentucky Career Center

Career Training Employer





# Kentucky Career Center

Career Training Employer

What's in a name?

“One-Stop Office”

“Unemployment Office”

“American Job Center”



**Kentucky  
Career Center**  
Career Training Employer



american**job**center®

# Kentucky Career Center (KCC) 101

## Origin

- American Job Centers are designed to provide a full range of assistance to job seekers under one roof.
- Established under the Workforce Investment Act, and reauthorized in the **Workforce Innovation and Opportunity Act** of 2014.
- The American Job Centers system is coordinated by the U.S. Department of Labor's Employment and Training Administration (ETA).
- Centers offer training referrals, career counseling, job listings, and similar employment-related services.
- Customers can visit a center in person or connect to the center's information online or through kiosk remote access.

Source: <https://www.dol.gov/general/topic/training/onestop>

# Funding & Oversight

WIOA (Federal) Funds

Allocated to States

Distributed to Local Workforce Investment Areas

Area funds to Chief Local Elected Official (CLEO)

CLEO selects Fiscal Agent via RFP

Fiscal Agent convenes Workforce Investment Board (WIB)

WIB oversees Kentucky Career Center (KCC)

WIB selects Subcontractor to administer KCC  
Operations and Direct Workforce Services via RFP



# Kentucky Career Center (KCC) 101

## Team of Experts

- Not an employer of record; rather, a
- Collaborative partnership of government, non-profit, and educational entities

## Who does the Kentucky Career Center Serve?

- Job Seekers
- Employers



# Kentucky Career Center (KCC) 101

## The Kentucky Career Center can:

- assist employers in locating qualified job applicants;
- screen and test job seekers to match their needs;
- fund eligible on-the-job training and customized training needs;
- arrange space for job interviews, and in some areas, schedule interviews via video conferencing;
- provide access to detailed labor market information for the local area, Kentucky and the nation;
- provide services to help both employer and employees when facing layoffs or other major issues;
- offer unemployment insurance information and contacts; and
- make connections with vocational rehabilitation services (for people with disabilities) and services for the blind

*Source: [kcc.ky.gov](http://kcc.ky.gov)*



# Types of KCC locations

**Comprehensive Center** – Site offering access and onsite staffing from WIOA-required partners.

**Affiliate Center** – Site that makes services available from one or more of the partners' programs, services, and activities. An affiliated site does not need to provide access to every required partner program.

**Access Point** - A physical location where job seekers and employers can receive information on how to access programs, services and activities of the required partners' programs. Partner staff may also utilize an Access Point to meet with customers, as needed.





# Libraries = the *perfect* KCC Access Point

- Libraries are a trusted resource in the community
- Libraries offer the public critical access to technology and information needed to search for, and apply for jobs
- Libraries maximize accessibility for those who lack transportation options
- Libraries are public-service minded
- Libraries are often well-equipped with meeting spaces for workshops or events, public-use computers, etc.

# Why become a KCC Access Point?

- Provides your patrons with more resources for things for which they are already using library services
- Gives staff more tools to assist patrons
- Expands presence in the community
- Increases library programmatic offerings
- Mission-aligned

# The KCC Access Point Process:

- The Access Point identifies one designated point of contact for the KCC's One Stop Operator
- The One Stop Operator cross trains the designated point of contact or multiple staff persons in the Access Point on core WIOA services
- Materials on WIOA programs (flyers, pamphlets etc.) are provided to the Access Point
- The OSO completed the Access Point Application
- It is recommended the Access Point submit to the OSO a ADA compliance letter if available to attach with Application

# The KCC Access Point Process Continued:

- A site visit to the Access Point will be conducted by a LWDA review team
- Final steps of Certification process continue without any further assistance or visits to Access Point or Access Point staff
- Application submitted to LWDB and then on to KWIB, Certificate awarded once passed at KWIB meeting
- Access Point designee or other staff are invited to attend local KCC partner meetings, trainings etc.
- Updated materials, information, events etc. are sent to Access Point as necessary

# The KCC Access Point Application:

Document Usage 7/1/2020-6/30/2022



## 2020 Application/Review Form Access Point Standards

**i** An Access Point is a physical location where job seekers and employers can receive information on how to access programs, services and activities of the required one-stop partners' programs. One-stop partner staff may also utilize an Access Point to meet with customers, as needed.

In order to supplement and ensure physical and programmatic accessibility, effectiveness and continuous improvement of our workforce services network, below are the minimum standards for the identified Access Points.

<b>Location:</b>	Click or tap here to enter text.
<b>A.</b>	This Access Point will have one designated point of contact. This Access Point will, at a minimum, have qualified individual(s) cross-educated in all six Workforce Innovation and Opportunity Act (WIOA) core programs and will refer job seekers and employers to partner staff at Comprehensive and/or Affiliate Career Centers.
YES or NO:	Choose an item.
Please Describe Below:	
Click or tap here to enter text.	
<b>B.</b>	This Access Point will provide current information (e.g. posters, flyers, pamphlets, binders, etc.) on the six core programs (and may include other required one-stop partners' programs) to job seekers and employers. Materials will be reviewed quarterly to ensure that information is current.
YES or NO:	Choose an item.
Please Describe Below:	
Click or tap here to enter text.	
<b>C.</b>	The point of contact at this Access Point will be required to participate (in-person or via conference call) in regular partner staff meetings to maintain current knowledge for appropriate information and referrals for job seekers and employers.
YES or NO:	Choose an item.
Please Describe Below:	
Click or tap here to enter text.	
<b>D.</b>	To ensure continuous improvement, the point of contact and/or other qualified individuals will participate in training or educational opportunities offered through the workforce system.
YES or NO:	Choose an item.
Please Describe Below:	
Click or tap here to enter text.	
<b>E.</b>	At a minimum, this Access Point has computer and internet access available to customers.

Document Usage 7/1/2020-6/30/2022

YES or NO:	Choose an item.
Please Describe Below:	
Click or tap here to enter text.	
<b>F.</b>	Is this Access Point location ADA Compliant?
YES or NO:	Choose an item.
If No, Please Describe Below issues preventing ADA Certification:	
Click or tap here to enter text.	
If Yes, What is the date of the ADA Certification (attach ADA Certification letter/documentation to application):	
Click or tap here to enter text.	

# Workforce Access at the Jessamine County Public Library





# Kentucky Career Center Kiosk





- Referral form
- Links to the Kentucky Career Center
- LinkedIn





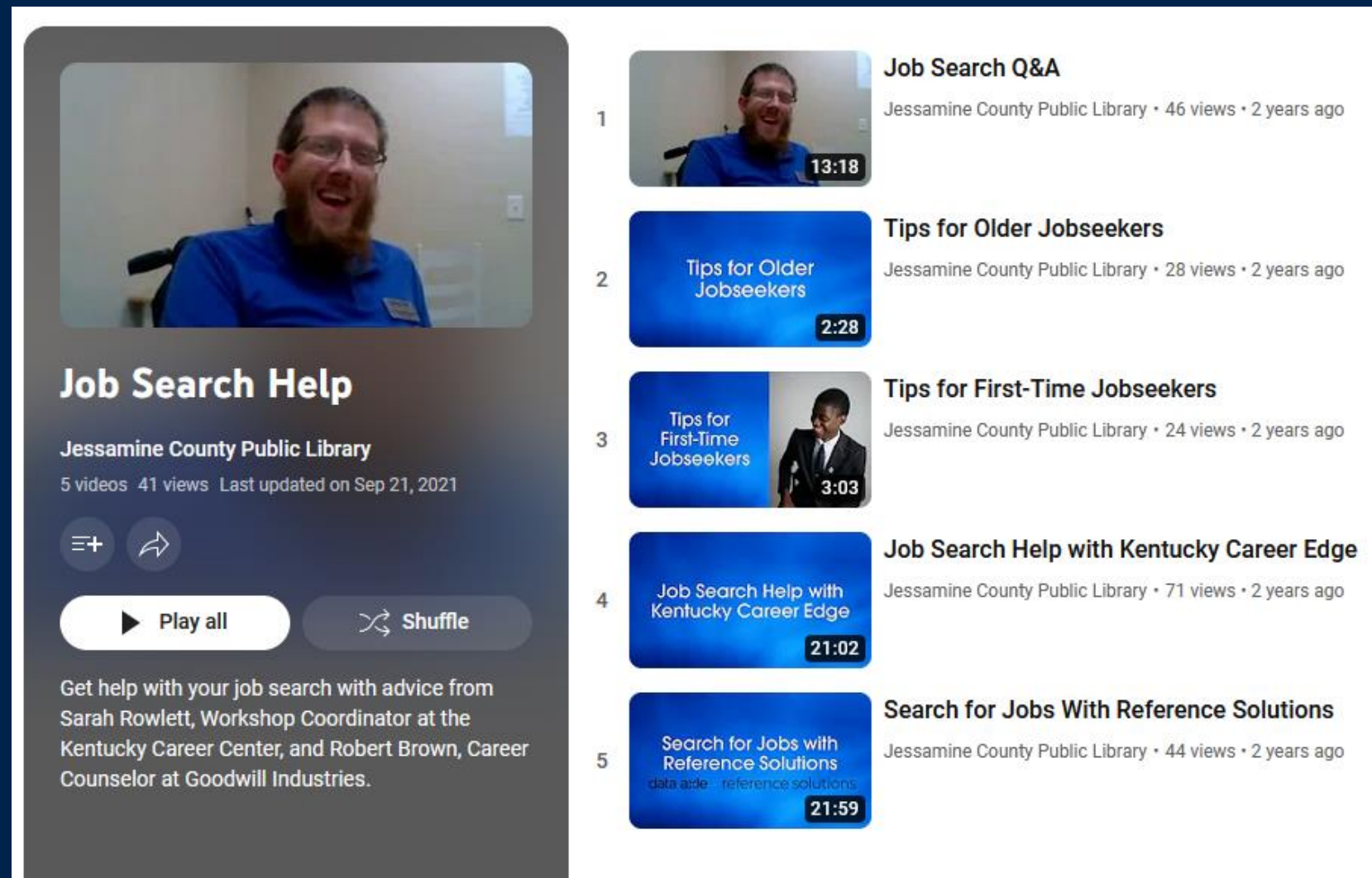


# In-person and Take-Home Job Fairs

- Distribute take-home kits
- Offer giveaways
- Print flyers about library resources
- Provide coffee and snacks
- Get the word out (flyers, radio, newspaper, Facebook ads, etc.)

# Training Sessions

- Monthly one-to-one help sessions
- In-person resume, cover letter, and interviewing classes
- Virtual classes (live and recorded)

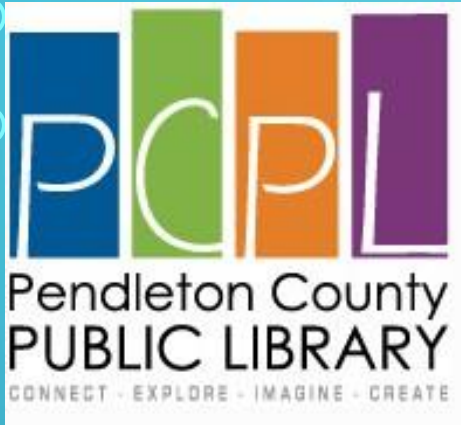


**Job Search Help**  
Jessamine County Public Library  
5 videos · 41 views · Last updated on Sep 21, 2021

Play all Shuffle

Get help with your job search with advice from Sarah Rowlett, Workshop Coordinator at the Kentucky Career Center, and Robert Brown, Career Counselor at Goodwill Industries.

- Job Search Q&A**  
Jessamine County Public Library · 46 views · 2 years ago  
13:18
- Tips for Older Jobseekers**  
Jessamine County Public Library · 28 views · 2 years ago  
2:28
- Tips for First-Time Jobseekers**  
Jessamine County Public Library · 24 views · 2 years ago  
3:03
- Job Search Help with Kentucky Career Edge**  
Jessamine County Public Library · 71 views · 2 years ago  
21:02
- Search for Jobs With Reference Solutions**  
Jessamine County Public Library · 44 views · 2 years ago  
21:59



IF WE  
CAN DO IT,  
YOU CAN...

PENDLETON COUNTY; POPULATION: 14,600

PENDLETON COUNTY PUBLIC LIBRARY STAFF: 15

KCC ACCESS POINT STAFF: ME





# ACCESS POINT KIOSK: The Desk



# ACCESS POINT KIOSK: The Home Page

**Kentucky Career Center**  
Career Training Employer

Job Seekers News / Events Resources Workforce Investment Board About

## Got Laid Off? Need a Job?

*The Kentucky Career Center can help you with job searches, resume and cover letter assistance, job fairs and hiring events, and military veteran employment services.*

**Kentucky Career Center**  
Career Training Employer  
Northern Kentucky

**WB** Northern Kentucky Workforce Investment Board



# JOB SEEKERS TAB

**Kentucky Career Center**  
Career Training Employer

Home Businesses **Job Seekers** News / Events Resources Workforce Investment Board About

**JOBS!**

See the latest job openings at local companies. Start [here](#) to search, browse, and apply for local career opportunities.

**Career Development Services**

[Click](#) to learn how the Kentucky Career Center can help lead you to a new or better career through 21st Century job seeking tools.

**Hiring Events**

[View upcoming hiring events](#), job fairs, and other career-related events

**Job Training and Educational Opportunities**

Are you thinking about making a career change, but need additional training? Are you interested in training for a high-demand career? Job training grants may be available.

**Military Veterans and Families**

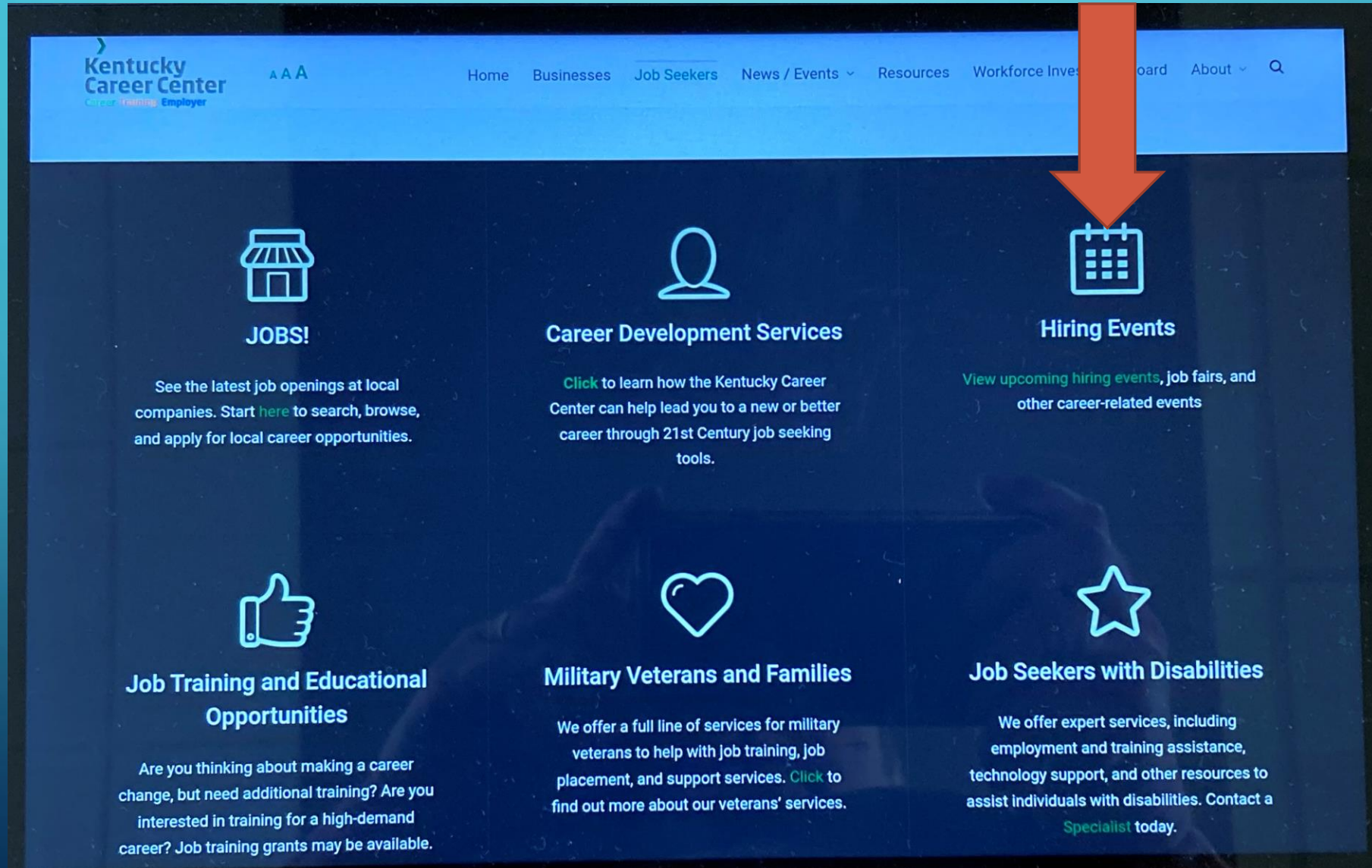
We offer a full line of services for military veterans to help with job training, job placement, and support services. [Click](#) to find out more about our veterans' services.

**Job Seekers with Disabilities**

We offer expert services, including employment and training assistance, technology support, and other resources to assist individuals with disabilities. Contact a [Specialist](#) today.



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**Kentucky Career Center** career training Employer    Home   Businesses   **Job Seekers**   News / Events   Resources   Workforce Investment Board   About

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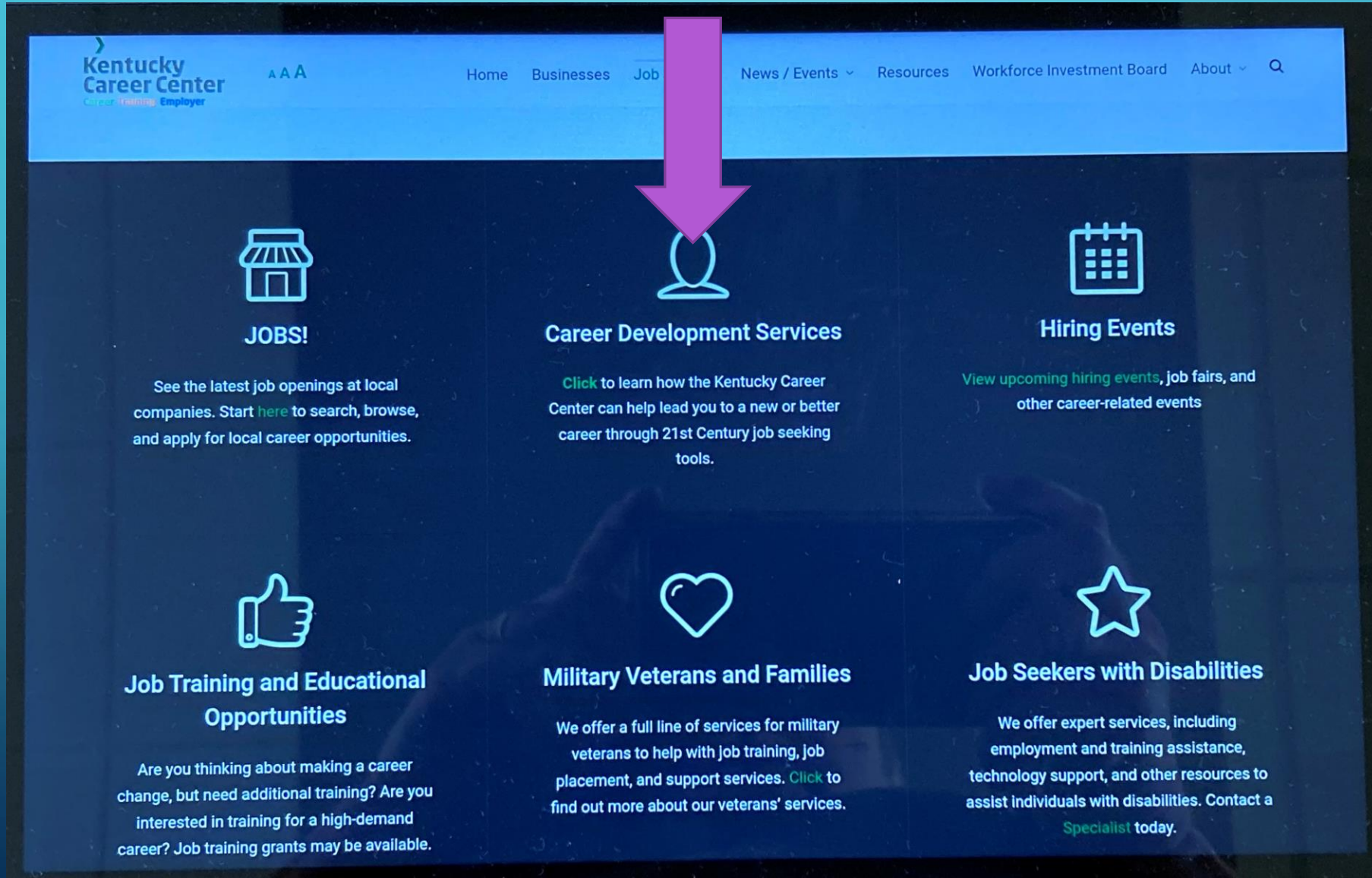
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# JOB SEEKERS TAB



The screenshot shows the Kentucky Career Center website with the 'Job Seekers' tab highlighted. The navigation menu includes Home, Businesses, Job Seekers, News / Events, Resources, Workforce Investment Board, and About. The main content area features six service tiles: JOBS!, Career Development Services, Hiring Events, Job Training and Educational Opportunities, Military Veterans and Families, and Job Seekers with Disabilities. A large pink arrow points to the 'Job Seekers' icon in the navigation menu.

**Kentucky Career Center** career training Employer AAA Home Businesses **Job Seekers** News / Events Resources Workforce Investment Board About

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# Flyers, Brochures, and Clipboards, Oh MY!





# Example Events

**9 MARCH** | **HIRING EVENT**  
**North American Stainless Hiring Event**



**Thursday, March 9**  
**10:00 am-1:00 pm**

Pendleton County Public Library  
Phone: 859-654-8535  
pcplibrary.org

Call the Library at 654-8535 at least one week in advance if special accommodations are needed.



**TELEWORKSUSA**

**POP Hiring Event UP!**



**June 6**  
Noon. - 3 p.m.  
Pendleton County Public Library  
801 Robbins Ave, Falmouth, KY

**WORK-AT-HOME**  
MULTIPLE COMPANIES  
**HIRING NOW!**  
**\$14 - \$16/HR.**  
EQUIPMENT PROVIDED! DAY SHIFT JOBS!

For questions, contact: Carla Gabbard  
606-438-5399 | cgabbard@teleworksusa.com



**12 OCTOBER** | **Kentucky Career Center/ Brighton Center Inc.**



Keith Jones with the Kentucky Career Center will be here to assist with all services available through Brighton Center. Jobs, resume' assistance, early childhood development, housing, assistance. If he can't have the answer, he will get you contact information to get the answer.

**Thursday, October 12**  
**10:00 am - 12:00 pm**

Pendleton County Public Library  
Phone: 859-654-8535  
pcplibrary.org

THAT'S A WRAP!



# Begin your job search with the Kenton County Public Library's Career Navigators!

Career Navigators can help beginning job seekers...

- Explore their skills and interests
- Find out about openings with local employers
- Create a resume
- Learn how to search for jobs
- Get prepared for interviews
- Organize their job search
- Learn about our community partners



**Dawn Shoemaker**

William E. Durr Branch

859-962-4064

dawn.shoemaker@kentonlibrary.org



**Nancy Knauf**

Covington Branch

859-962-4206

nancy.knauf@kentonlibrary.org

Schedule a local appointment time by contacting either of our Career Navigators directly. Meetings are available in person or via Zoom.



**KENTON COUNTY**  
PUBLIC LIBRARY

Preserve. Enrich. Inspire.





**When I Grow Up: Career Fair for Kids**



**Free LinkedIn Headshots**

# LINKEDIN PHOTO SESSION

with Aimee Wilbers



**GET YOUR LINKEDIN PHOTO TAKEN BY PROFESSIONAL PHOTOGRAPHER AIMEE WILBERS, FOR FREE**



FOR FREE  
AIMEE WILBERS'  
PHOTOGRAPHER



**KENTON COUNTY PUBLIC LIBRARY**  
Preserve. Enrich. Inspire.



# Kentucky Career Center Access Point





# EMPLOYER ENGAGEMENT

## HIRING EVENTS



## JOB FAIRS



**KENTON COUNTY**  
PUBLIC LIBRARY

Preserve. Enrich. Inspire.



# CERTIFICATE

OF COMPLETION

*This certificate is presented to*

*in recognition of attendance at*

PROGRAM

DATE

INSTRUCTOR

DATE

INSTRUCTOR

