

## Workforce Development Program

### Job Preparation Workshop (Two half day sessions)

The Job Preparation Workshop is a classroom learning opportunity taught in two half day sessions. The curriculum includes skills necessary for finding and keeping work including writing resumes, interview skills, financial management, and more. Successful participants are then invited to interview for the On-the-Job Training program.



### On-the-Job Training (24 weeks)

Participants will continue learning on topics covered in the Job Preparation Workshop in weekly two hour classes and with one-on-one mentoring. On-the-Job Training includes part time, paid positions giving participant experience in word processing, cashier and store operations, warehouse operations, and truck driving, and navigation (if participating in the truck driving program).

Contact us at:

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**Funders:**  
City of Pittsburg  
East Bay Community Foundation  
Wells Fargo Foundation  
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St. Vincent de Paul is an equal opportunity organization. We measure success one individual at a time.

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The Society of St. Vincent de Paul  
*of Contra Costa County*

## Workforce Development Program



Job Readiness  
and  
On-the-Job Training Program

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## What is the Workforce Development Program?



The Workforce Development program at St. Vincent de Paul of Contra Costa County provides training and work experience for those who are new to or have been out of the workforce.

The program begins with a two day Job Preparation Workshop. Participants learn to fill out applications, compose cover letters and tailored resumes, set personal goals, time and financial management, and other important life skills.

Selected participants may interview for the 24 week On-the-Job Training component consisting of paid, part time jobs at St. Vincent de Paul. Participants are matched with mentors and take weekly classes to continue developing skills necessary for finding and keeping employment.

## Eligibility

### Candidates for the two day Job Preparation Workshop will:

- Have access to reliable transportation
- Live in a stable environment with access to adequate sleeping and hygienic facilities
- Have adequate, reliable child care
- Have the equivalent of a High School diploma, GED, or higher. (SVdP may waive this requirement if the candidate demonstrates equivalent proficiency or is in the process of completing this requirement)
- Have completed or will attend a basic computer course or can demonstrate equivalent experience

### Candidates for the On-the-Job Training Program will:

- Successfully complete the Job Preparation Workshop
- Pass a drug screen
- Complete an academic assessment
- If entering the truck driving program, have a valid driver's license
- Complete a background check



## What Will I Achieve? (Program Learning Goals)



Upon successful completion of both the Job Preparation Workshop and the On-the-Job Training program, candidates should:

- Have a basic knowledge of computers
- Have knowledge of the life skills needed to be successfully employed
- Have set personal goals
- Have completed a polished resume
- Have completed several job applications
- Have received job interview training

It is expected that the candidate will seek and apply for several positions.

St Vincent de Paul does not provide or guarantee employment upon completion of the 24 week Workforce Development Program.