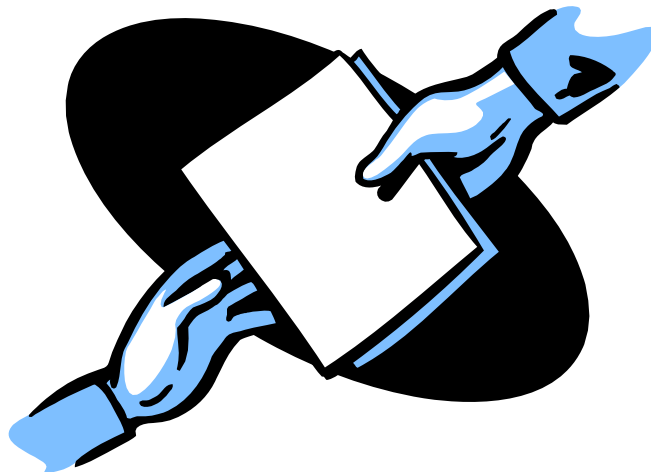

Job Shop

A GUIDE TO FREE JOB ASSISTANCE AND TRAINING
PROGRAMS AND OTHER HELPFUL EMPLOYMENT
INFORMATION



404-614-1000
United Way
2-1-1  SM

[We hear you.]

Important Facts to Help Ensure that You Receive Full Payment for Your Work

Looking for a job is a difficult task. Looking for a job while homeless seems nearly impossible. Many things that are available to people with stable housing are out of the reach of homeless individuals. But, the outlook is not hopeless. With a little assistance and a lot of determination, finding work is a very real possibility if you are homeless. Here is information that may help you conduct a successful job search.

- 1. Know your rights** – You are entitled to the minimum wage (\$6.55/hr). If you are employed as a farm worker, and you are being paid by the piece, you still must be paid at least \$6.55 per hour. Even if you are fired or quit your job, you are still entitled to receive wages for the work you did. Without your permission, your employer may not deduct anything except taxes from your paycheck.
- 2. Know your employer** – You should always know the FULL name of your employer and your supervisor, the business address, and the telephone number. If you have to file a complaint you must know who hired you. Take time to find out this information, it could be very important to you.
- 3. Keep a time sheet** – You should have a written record of the days and hours worked, your hourly rate of pay, and the address of the work site. Both you and your employer should sign this time sheet. If your employer does not provide you with a time sheet, ask for one or make one up. It is important to keep a time sheet even if your employer does not sign it or if you are uncomfortable asking your employer to sign it. A timesheet may be used as evidence if you have to go to court.

Before you start your job search

If you have a problem with drugs or alcohol, you should consider getting into a residential or outpatient recovery program, or at a minimum, attend AA or NA meetings and get a sponsor. Homeless people find it difficult, if not impossible, to keep a job, keep housing, and keep relationships if they are not in recovery for their addiction. You can call the Governor's Helpline 24-hours a day and talk to a live, trained counselor at **1-800-338-6475**, call United Way 24-hours a day by dialing 211 or The Atlanta Council on Alcohol and Drugs, Mon-Fri 8:30 am to 5:00 pm **404-223-2480**.

Contact the Legal Clinic with Wage Claims. You may also file with the magistrate's court to recover your unpaid wages. No attorney is necessary and the filing fees can be waived. If you are not paid for the work you've done or your employer made payroll deductions that are unreasonable or that reduce your rate of pay below minimum wage (other than taxes) without your permission, please contact the GA Law Center for the homeless immediately at 404/681-0680. If you have a migrant farm worker wage claim, contact the Georgia Legal Services Farm worker Advocacy Program toll free at **1-800-537-7496**

Service Definitions

Job Assistance Center - One-stop centers that provide an array of employment and training services in a convenient, easily accessible location; services may include job counseling, testing and assessment; resume preparation assistance, interview training and other pre-job guidance services; job matching and referral; unemployment insurance and job registration; labor market and career information; information on financial aid for education and training; and referral for job training, transportation, child care, personal and financial counseling, health care and other human services resources in the community.

Job Banks - Programs that maintain lists of current employment opportunities submitted by employers and which are available for review by people who are searching for a position. Included are programs that post job notices on bulletin boards, which are available to the public as well as those that maintain computerized or other listings.

Job Corps - A nationwide, government-subsidized youth training program that provides remedial education, vocational training and useful work experience including on-the-job training for low and moderate-income, disadvantaged youth who have poor job skills.

Job Information Lines - Programs that provide taped information regarding employment opportunities that job seekers can access by telephone.

Job Interview Training - Programs that provide individual or group training for people who want to learn to be effective in job interview situations.

Job Readiness - Programs that provide individual or group training for people who want to learn the behaviors and techniques that are required for job retention. The training addresses regular attendance, punctuality, appropriate dress, adapting to supervision, employee rights and responsibilities and other similar topics.

Job Search Techniques - Programs that provide individual or group training for people who want to learn general strategies or specific techniques for looking for work which may include use of newspapers and Internet listings to identify job opportunities, networking strategies utilizing friends and professional acquaintances and use of professional organizations, executive search firms, employment agencies and community organizations that post job vacancies or provide job search/placement services.

Job Search/Placement - Programs that maintain listings of available employment opportunities and assign a staff member to help people who are searching for a position to choose and obtain the most suitable option.

Senior Community Service Employment Programs - Programs funded under Title V of the Older Americans Act (OAA) and administered by the U.S. Department of Labor whose purpose is to develop workforce skills in unemployed, low-income older adults age 55 and older with poor employment prospects.

JOB INFORMATION

Agency	Job Search Assistance	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Comments
Atlanta Enterprise Center	X	X	X	X	X	75 Peachtree Pl., NW ATL. (404)874-8001	8 am to 4 pm MON – FRI
Atlanta Urban League		X	X			100 Edgewood Ave. Ste. 600 (404)659-1150	8:30 am to 5 pm MON - FRI
Atlanta Workforce Development	X	X	X	X		818 Pollard Blvd., SW ATL. (404)658-9675	8:30 am to 5 pm MON – FRI; job fair: 9 am to noon every TUE
Bobby Dodd Institute	X	X	X	X	X	2120 Marietta Blvd. Atlanta 30318 (678)365-0071	8 am to 4:30 pm MON – FRI; males and females 16 years of age and above with mental or physical disabilities
Buckhead Christian Ministry		X				2847 Piedmont Rd., NE ATL. (404)239-0038	10 am to 3:30 pm MON TUE FRI; 11 pm to 3:30 pm WED
Community Friendship			X	X		85 Renaissance Pkwy., NE ATL. (404)875-0381	8:30 am to 5 pm MON - FRI, noon to 3 pm SAT; adults with a psychiatric disability
Cobb Works! Work Force Development Center	X			X	X	463 Commerce Park Dr. Ste. 100 Marietta (770)528-4300	8 am to 5 pm MON – FRI; training: dislocated worker or economically disadvantaged
DeKalb Workforce Center	X		X	X	X	320 Church St. Decatur (404)687-3400	8 am to 5 pm MON – FRI
Dunwoody Baptist Church						1445 Mt. Vernon Rd. Dunwoody (770)280-1240	9:30 am to 11:30 am MON WED FRI
Fulton Atlanta Community Action			X		X	1690 Chantilly Dr., NE ATL. (404)320-0166	10 am to 3 pm MON WED from the 1st of the month to the 20th

JOB INFORMATION

Agency	Job Search Assistance	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Comments
Fulton County Department of Human Services-office of Aging	X	X	X	X	X	115 Martin Luther King Jr., Dr. Ste. 300 (404)730-4751 (770)306-5202 South Fulton	This is a comprehensive job assistance centerhours vary; call for details
Goodwill Industries of North Georgia	X	X				(404)728-8600 Decatur	Hours vary, call for details
Jewish Family and Career Services			X			100 Edgewood Ave. Ste. 805 ATL. (404)873-1345	9 am to 4:30 pm MON - FRI
Latin American Association		X	X	X	X	2750 Buford Hwy. (404)638-1800	hours vary; call for details
Lutheran Services of Georgia		X	X			1330 W. Peachtree St. Ste. 300 ATL. (404)875-0201	8:30 am to 5 pm MON – FRI
Must Marietta	X	X				460 Pat Mell Rd. Smyrna, (770)436-9514	10 am to 2 pm MON – FRI
Operation P.E.A.C.E., Inc.			X			425 Peace Ave., NE (404)347-4040	9 am to 6 pm MON – FRI
Peer Project	X		X	X		4684 A Roswell Rd. Sandy Springs (404)847-9927	9 am to 5 pm MON TUE THU FRI
Real Life		X			X	382 Senoia Rd. Tyrone (770)631-9334	9 am to noon MON - THU; 5 pm to 7 pm THU by appointment only
Samaritan House	X	X		X		302 Decatur St. ATL (404)572-9000	7 am to 11:30 am, 1 pm to 4 pm MON - FRI
Southwest Ecumenical Emergency Assistance Center			X			1040 Ralph David Abernathy Blvd. ATL. (404)756-1699	9 am to 1:30 pm MON THU
Spectrum Technical Institute		X	X	X		2692 Harris St. Ste. 101 ATL. (404)209-0571	9 am to 5 pm MON – FRI
Worktec					X	221 Stockbridge Rd. (770)473-2840	8 am to 5 pm MON – FRI
Zion Hill Community Development Corporation	X		X	X	X	2741 Bayard St. East Point, (404)766-3141	9 am to 5 pm MON - FRI

Job Information

Georgia Department of Labor

DOCUMENTS:

Picture ID/driver license, social security card,
must provide DD 214 for veteran's services

Atlanta - 148 Andrew Young International Blvd., NE Atlanta, GA 30303 (877)709-8185
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI; 16 to 24 years of age for Job Corps program.

Atlanta - 2636-14 M.L. King Jr., Dr. Atlanta, GA 30311 (404)699-6900
SERVICE HOURS: 8:00 am to 5:00 pm MON WED FRI; 8:00 am to 1:00 pm TUE THU

Atlanta - 2943 N. Druid Hills Rd. Atlanta, GA 30329 (404)679-5200
SERVICE HOURS: 8:00 am to 6:30 pm MON - THU; 8:00 am to 4:30 pm FRI; 9:00 am to noon SAT;

Jonesboro - 2450 Mt. Zion Pkwy. Ste. 100 Jonesboro, GA 30236 (678)479-5886
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Marietta - 465 Big Shanty Rd. Marietta, GA 30066 (770)528-6100
SERVICE HOURS: 7:00 am to 5:30 pm MON – FRI

Decatur - 3879 Covington Hwy. Decatur, GA 30032 (404)298-3970
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Norcross - 2211 Beaver Ruin Rd. Ste. 160 Norcross, GA 30071; (770)840-2200
SERVICE HOURS: 8:00 am to 4:30 pm MON TUE THU FRI; 8:00 am to 6:00 pm WED;

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAMS

American Association of Retired Persons /AARP –

1718 Peachtree St., NW Ste. 991S ATL, GA 30309

HOURS: 8:00 am to 4:00 pm MON - FRI

(404)892-4446

ELIGIBILITY: low-income; seniors 55 years of age and above who need training and job placement

AREA SERVED: Cobb, Douglas, Fayette, Fulton

Atlanta Urban League - 100 Edgewood Ave., NE Ste. 600 Atlanta, GA 30303 **(404)659-1150**

HOURS: 8:30 am to 5:00 pm MON – FRI; **DOCUMENTS:** Picture ID/driver license, social security card

Georgia Department of Labor - 148 Andrew Young International Blvd., NE Atlanta, GA 30303

SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI

(877)709-8185

Georgia Department of Labor - 2943 N.Druid Hills Rd. Atlanta, GA 30329 **(404)679-5200**

SERVICE HOURS: 8:00 am to 6:30 pm MON - THU; 8:00 am to 4:30 pm FRI; 9:00 am to noon SAT

Gwinnett County Senior Services - 2755 Sawnee Ave. Buford, GA 30518 **(770)614-2527**

SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** seniors 60 years of age and above; job training: 55 years of age and above; **AREA SERVED:** Gwinnett

Gwinnett County Senior Services - 5030 Georgia Belle Ct. Ste. 1066 Norcross, GA 30093

SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** seniors 60 years of age and above; job training: 55 years of age and above; **AREA SERVED:** Gwinnett **(770)638-5683**

Gwinnett County Senior Services - 5 Langley Dr. Lawrenceville, GA 30045 **(678)377-4150**

SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI **ELIGIBILITY:** 55 years of age and above

Jewish Family and Career Services - 4549 Chamblee-Dunwoody Rd. Dunwoody, GA 30338

SERVICE HOURS: 9:00 am to 8:00 pm MON; 9:00 am to 9:00 pm TUE WED; 9:00 am to 4:30 pm THU FRI **(770)677-9441**

WORK CLOTHING

Action Mission Ministry - c/o Wheat Street Baptist Church 18 William Holmes Borders Dr., NE
Atlanta, GA 30312 (404)880-3488
SERVICES HOURS: 1 pm to 3 pm second WED of each month; walk-in, written referral from a social
service agency or church request; **AREA SERVED:** 30303, 30306, 30307, 30308, 30312, 30315;
FEE: Donations requested

Dress for Success Atlanta - 67 Peachtree Park Dr. Ste. 102 ATL 30309 (404)589-1177
SERVICE HOURS: 8:45 am to 2:45 pm TUE – FRI **ELIGIBILITY:** women who have scheduled
interviews and are referred by one of their member agencies or women who have completed a job
training program through one of their partnering organizations; *agency requires a written referral
from one of their partner organizations; call agency for more details.*

Hosea Williams Feed The Hungry Foundation - 1035 Donnelly Ave., SW Atlanta, GA 30303
SERVICE HOURS: services: noon to 4:00 pm TUE – THU; 11:00 am to 6:00 pm MON FRI;
INTAKE PROCEDURE: TUE - THU: walk-in; MON FRI: telephone only. (404)755-3353

Momentemps Ltd Inc. - **ELIGIBILITY:** low-income individuals; must be 17 years of age and above
for employment services (404)286-3777
SERVICE HOURS: 8:00 am to 6:00 pm MON – FRI

Think on These Things Ministries International, Inc. - 291 H. E. Holmes Dr. Atl 30318
SERVICE HOURS: 1:00 pm to 6:00 pm WED (404) 799-7282 ext. 258

Real Life Center - 382 Senoia Rd. Tyrone, GA 30290 (770)631-9334
SERVICE HOURS: 9:00 am to noon MON - THU; 5:00 pm to 7:00 pm TUE THU by appointment
AREA SERVED: Fayette

Spirit of Success - 10:00 am to 2:00 pm MON WED FRI (770)956-0711
SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

Samaritan House of Atlanta - 302 Decatur St. Atlanta, GA 30312 (404)572-9000
SERVICE HOURS: 7:00 am to 11:30 am, 1:00 pm to 4:00 pm MON - FRI
DOCUMENTS: Picture ID/driver license, social security card

Warehouse of Hope - 100 Hunter Rd. Douglasville, GA 30134 (770)489-0509
SERVICE HOURS: 9:00 am to 1:45 pm TUE WED; 9:00 am to 1:45 pm, 4:30 pm to 7:45 pm THU;
orientation: 1:00 pm TUE WED THU; 6:30 pm THU;

Technical College System of Georgia

1800 Century Pl. Ste. 400 Atlanta, GA 30345-4304

(404)679-1645 GED Main Number
(800) 946-9433 Toll Free

DESCRIPTION:

This agency contributes to the economic, educational, and community development of Georgia by providing quality technical education, adult literacy education, continuing education and customized business and industry workforce training to the citizens of Georgia.

SERVICE HOURS: varies by location, call for details

ELIGIBILITY:

16 years of age and above, high school diploma or GED needed for all associate programs

INTAKE PROCEDURE: telephone, walk-in

DOCUMENTS: Picture ID/driver license

FEES: vary by program

LOCATIONS:

Chattahoochee Technical Institute **(770) 528- 4545**
980 S. Cobb Dr. / Marietta, Ga 30060

Dekalb Technical Institute **(404) 687-3421**
495 Indian Creek Rd. / Clarkston, Ga 30021

Gwinnett Technical Institute **(770) 962-7580 x 162**
1250 Atkinson Rd., Lawrenceville, Ga 30246

North Metro Technical Institute **(770) 975- 4000**
5198 Ross Rd. / Acworth, Ga 30102

AREA SERVED: Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

**Georgia Department of Labor
Employment Standards Administration
Wage and Hour Division - Atlanta District**
61 Forsyth St., Sw Room 7m10 Atlanta, GA 30303

*(877)889-5627 TTY
(866)487-9243*

DESCRIPTION:

The Wage and Hour Division (WHD) is a division that enforce the laws which establish a minimum hourly pay rate for employees, conditions for overtime pay and a maximum work week of 40 hours.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

No restrictions

INTAKE PROCEDURE:

Telephone, walk-in, appointment, Internet

DOCUMENTS:

No documents required

FEES:

None

LANGUAGES:

Spanish

EMPLOYMENT DISCRIMINATION **ASSISTANCE**

Programs that provide assistance for people who believe that they have been denied equal access to employment or that they have been treated unfairly as employees, i.e., that they were sexually harassed or denied equal pay for equal work, passed over for a promotion, denied training opportunities or fired on the basis of their age, gender, race or ethnic origin, nationality, religion, disability, sexual orientation or marital status. In Canada, sources of income, same-sex partner status, criminal convictions, political beliefs and family status may apply. Also included are programs that provide assistance for job applicants who feel they have been denied employment because of a military service obligation or help restore job seniority and pension rights which have been withheld from service personnel because of an absence from work due to a service obligation.

9 to 5, Atlanta Working Women - 501 Pulliam St., SW #344 Atlanta, GA 30312 (404)222-0037

DESCRIPTION: This agency offers assistance to working women who are experiencing discrimination such as sexual harassment or pregnancy discrimination; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Anti-Defamation League - 3490 Piedmont Rd. Ste. 610 Atlanta, GA 30305 (404)262-3470

DESCRIPTION: This organization provides cultural diversity awareness workshops, fights discrimination through education and advocacy, and assists with filing formal complaints. They also maintain an extensive database of terrorist activity through out the globe; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Atlanta Legal Aid Society - 151 Spring St., NW Atlanta, GA 30303 (404)524-5811

SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI; senior legal hotline: 9:00 am to 3:00 pm MON – FRI.

Barrier Free Gwinnett, Inc. - 75 Langley Dr. Lawrenceville, GA 30045 (770)822-8830

DESCRIPTION: This agency helps people with disabilities break down barriers.

SERVICE HOURS: 24 hour voice mail available

U.S. Equal Employment Opportunity Commission - 100 Alabama St. Ste. 4R30 Atlanta, GA 30303

SERVICE HOURS: 8:30 am to 4:00 pm MON - FRI (404)562-6887

Georgia Advocacy Office - 150 E. Ponce de Leon Ave. Ste. 430 Decatur, GA 30030 (404)885-1234

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** people with disabilities or mental illness and their families.

NAACP - Atlanta Branch - 2034 Metropolitan Pkwy., SW Atlanta, GA 30315 (404)761-1266

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

JOB INFORMATION HOTLINE

State of Georgia	(404)656-2725	www.thejobsite.org
Cherokee County	(770)704-5629	www.cherokeega.com
Clayton County	(770)473-5800	www.co.clayton.ga.us
Cobb County	(770)528-2555	www.cobbcounty.org
Dekalb County	(404)371-2332	www.co.dekalb.ga.us
Douglas County	(770)920-7363	www.co.douglas.ga.us
Fayette County	(770)460-5730	
Fulton County	(404)730-5627	www.co.fulton.ga.us
Gwinnett County	(770)822-7915	www.gwinnettcounty.com
Henry County	(770)954-2413	www.co.henry.ga.us
Paulding County	(770)505-1361	www.paulding.gov
Rockdale County	(770)929-4157	www.rockdalecounty.org