

## Employment, Job Training & Education Resource Guide Orange County, NC and vicinity

*If you have suggested additions or edits please contact Jamie Rohe at 919-245-2496 or [jrohe@co.orange.nc.us](mailto:jrohe@co.orange.nc.us)*

Last updated: 10/10/2011

Provider	Services	Eligibility
<b>Orange County</b>		
<b>General</b>		
Durham Technical Community College - Orange County Campus 525 College Park Rd., Hillsborough, NC 27278 919-536-7238	Offer classes in a variety of fields, specialize in adult education, entry-level and technical job skills. GED, adult high school diploma, Associates Degree, and 4-year-degree programs available.	Everyone
Educational Opportunity Center 503 W. Franklin St, Chapel Hill, NC 27516 919-968-2031	Career counseling, help with admission, and financial aid applications	Everyone
Employment Security Commission 503 W. Franklin St, Chapel Hill, NC 27516 919-968-2031	Offers job seeker assistance, unemployment insurance, career information and planning, and re-employment services and benefits.	Everyone
JobLink Career Center of Orange County 503 West Franklin Street, Chapel Hill, NC 27516 919-969-3032	Offer free computer access, career guidance, resume preparation, help with job search, information on the job market, training classes and workshops, information on training and education, GED preparation, access to resources for training, unemployment insurance claims, and veterans' services in order to help job seekers find a new or better job. The majority of services are free and many centers offer their services to youth as well as adults.	Everyone
Orange County Literacy Council 200 N. Greensboro Street, Suite C-2 in Carr Mill Mall, Carrboro NC 919-636-4457	Teaches basic reading, writing, technical, and mathematical skills to adults in order to help them reach educational, professional, or personal goals. Also help teach English to non-native speakers. Services are free.	Adults 18+
Senior Corps of Retired Executives (SCORE) Chamber of Commerce Building 104 South Estes Drive, Chapel Hill, NC 27514 919-968-6894	Free and confidential business counseling, coaching, mentoring, low-cost small business training workshops, and free business planning templates. Call to set up training sessions, available times are posted on website.	Everyone
Work First Orange County Department of Social Services 113 Mayo St., Hillsborough, NC 919-245-2800	Work First program provides employment services, support services, and limited time cash assistance to those who meet qualifications to help move families off of welfare and into jobs.	-Have a child in the home under the age of 18 - A U.S. Citizen or qualified alien - Live in North Carolina and have a social security number or have applied for one - Less than \$2000 in reserves
<b>Targeted</b>		
Club Nova Transitional Employment Program	Created to address the needs of Orange County citizens living with mental illness, promotes rehabilitation and reintegration into the community.	People with mental illness

103D West Main St., Carrboro, NC 27510 919-968-6682	Independent employment with continued support and transitional employment to bridge the gap between clubhouse and independent employment.	
Community Empowerment Fund 133 ½ East Franklin St, Suite 104, Chapel Hill, NC 27516 919-200-0233	Offer micro-loans, savings opportunities, job readiness assistance, and financial services. Many services are free. Micro-Loans, Safe Savings Accounts, and Small Business Trainings are now available in Spanish.	Homeless and at-risk people
Disability Awareness Council 503 W. Franklin St, #113, Chapel Hill, NC 919-969-3032 Ext. 228	Disability advocacy/education to eliminate barriers to employment, services, and housing. The council specifically targets the job search and workplace education of people with disabilities. Provides a resource connection as well as training and education.	Individuals with disabilities
EmPOWERment 109 N. Graham St., Suite 200, Chapel Hill, NC 27516 919-967-8779	Offer small loans, savings opportunities, job-readiness assistance, and financial services	Low to moderate income women- and minority-owned businesses
Joint Orange Chatham Community Action (JOCCA) Chapel Hill: 919-969-3032	A community action program that helps low income people find jobs in the community. Offers job placement & training, weatherization assistance, and financial assistance	Low income individuals
Orange Enterprises 348 Elizabeth Brady Road Hillsborough, NC 27278 919-732-8124	Provides job opportunities for people with disabilities and special needs.	People with disabilities above the age of 16
The Women's Center 210 Henderson Street P.O. Box 1057 Chapel Hill, NC 27514 919-968-4610 Toll Free: 888-669-4736	Offer financial counseling services/classes, homebuyer education, individualized career counseling, help with resume and interviewing skills, and job search. Many programs are free and those with fees are on a sliding scale.	Women and girls from low-income families
Vocational Rehabilitation, Inc. 548 Smith Level Road Carrboro 27510 919-969-7350	Provides evaluation, counseling and testing services, diagnostic services, physical and mental restoration services, assistive technology services, rehabilitation engineering, college and vocational education, help with job placements, job coaching, on-the-job training, supported employment, transportation services, and personal assistance. Can also help program members with childcare and aid in small business start-up. Services are free.	Persons who have mental or physical disabilities, which prevent them from getting and keeping a job.
<b>Alamance County</b>		
<b>General</b>		
Alamance Community College Adult Basic Skills Carrington-Scott Campus: 1247 Jimmie Kerr Rd. Graham, NC	The mission of the literacy program is to provide educational opportunities for adults 18 years or older who have not completed high school or who would like assistance with basic education skills. This includes competence in reading, writing, speaking, problem-solving, or mathematics at a level	18 years or older Sixteen- and 17-year-olds who are out of school may enter only under special regulations

<p>Burlington Campus: 1304 Plaza Dr. Burlington, NC</p> <p>Please Call the Assessment Center at 336-506-4376 to sign up for an orientation</p>	<p>necessary to function in society, on a job, or in the family. No registration fee</p>	
<p>Alamance JobLink Career Center/Employment Security Commission 2720 South Mebane Street Burlington, NC 27215 336-570-6800</p>	<p>Alamance County JobLink Career Center resources are available to assist individuals, job seekers, and employers by providing access to employment services, education, job training services, labor market information, and supportive services through an integrated customer-driven system.</p>	<p>Everyone</p>
<p>Work First 319 N. Graham-Hopedale Road, Suite C Burlington, NC 27217 336-570-6532</p>	<p>Work First program provides employment services, support services, and limited time cash assistance to those who meet qualifications to help move families off of welfare and into jobs.</p>	<p>Have a child in the home under the age of 18 - Be a U.S. Citizen or qualified alien - Live in North Carolina and have a social security number or have applied for one - Have less than \$2000 in reserves</p>
<p><b>Targeted</b></p>		
<p>Vocational Rehabilitation Burlington Unit Office 2615 Alamance Rd. Burlington, NC 27215 Phone: 336-570-6855</p>	<p>Provides evaluation, counseling and testing services, diagnostic services, physical and mental restoration services, assistive technology services, rehabilitation engineering, college and vocational education, help with job placements, job coaching, on-the-job training, supported employment, transportation services, and personal assistance. Can also help program members with childcare and aid in small business start-up. Services are free.</p>	<p>Persons who have mental or physical disabilities, which prevent them from getting and keeping a job.</p>
<p><b>Chatham County</b></p>		
<p><b>General</b></p>		
<p>Chatham County Joblink Center 35 West Chatham Street Pittsboro, NC 27312 Phone: 919-542-4781</p>	<p>Offers free computer access, career guidance, resume preparation, help with job search, information on the job market, training classes and workshops, information on training and education, GED preparation, access to resources for training, unemployment insurance claims, and veterans' services in order to help job seekers find a new or better job. The majority of services are free and many centers offer their services to youth as well as adults.</p>	<p>Everyone</p>
<p>Employment Security Commission 205 Chatham Square Siler City, NC 27344 Phone: 919-742-7454</p>	<p>Offers job seeker assistance, unemployment insurance, career information and planning, and re-employment services and benefits.</p>	<p>Everyone</p>
<p>JobsNOW: Central Carolina Community College 919-542-6495, ext. 223</p>	<p>A workforce development program designed to retrain the unemployed, particularly those who have lost jobs through layoffs, downsizing, and plant closures. JobsNOW training includes career readiness certification, workplace skills development, skills assessment, career exploration, and college placement</p>	<p>Everyone</p>

	testing.	
Joint Orange-Chatham Community Action, Inc. Pittsboro, NC 27312 919-542-4781	A community action program that helps low income people find jobs in the community. Offers job placement & training, weatherization assistance, and financial assistance	Everyone
Work First Chatham County DSS 102 Camp Street, Pittsboro, NC 27312 919-542-2759	Work First program provides employment services, support services, and limited time cash assistance to those who meet qualifications to help move families off of welfare and into jobs.	<ul style="list-style-type: none"> <li>- Have a child in the home under the age of 18</li> <li>- Be a U.S. Citizen or qualified alien</li> <li>- Live in North Carolina and have a social security number or have applied for one</li> <li>- Have less than \$2000 in reserves</li> </ul>
<b>Targeted</b>		
WIA Youth Program 919-718-4650 ext. 5232 (Program manager)	The goal of the WIA Youth Program is to better prepare young adults, ages 14-21, for education and employment by coordinating funds and services in the community. WIA service providers provide youth services through the Lee County Youth and Family Services and serve youth from both Chatham and Lee County in their respective counties as much as possible.	Eligible youth must reside in Chatham or Lee County, meet income guidelines, are between the ages of 14-21 and have at least one of the following specified barriers to employment or education. Barriers include youth who are a school dropout; have reading and/or math scores below the 9th grade level; homeless, runaway or foster child; offender; pregnant or pregnant or those in need of additional assistance.
<b>Durham County</b>		
<b>General</b>		
Durham County Joblink Center/ Employment Security Commission 1105 S. Briggs Avenue Durham, NC 27703 Phone: 919-560-6880	Offers free computer access, career guidance, resume preparation, help with job search, information on the job market, training classes and workshops, information on training and education, GED preparation, access to resources for training, unemployment insurance claims, and veterans' services in order to help job seekers find a new or better job. The majority of services are free and many centers offer their services to youth as well as adults.	Everyone
Durham Literacy Center SunTrust Bank Building Suite 102 4235 University Dr, Durham, NC 27707 919-489-8383	Functional English language instruction for non-native English speakers; Student-centered functional literacy program designed to equip adults with reading and writing skills that empower their participation with their families, work place, and larger community; Teen career Academy	Everyone
Durham Technical Community College 1637 Lawson Street Durham, NC 27703 Phone: 919-686-3300		Everyone
Good Work 201 W Main St # 202K, Durham, NC 27628 919-682-8473	Good Work is a community development organization that trains, coaches, guides, and supports potential and start-up entrepreneurs, business owners, nonprofits, and social entrepreneurs to be self-reliant, entrepreneurial, and collaborative. The program provides trainings, consulting, and coaching to help participants increase their understanding of household economics, asset	Everyone

	development, regional economic and social trends, entrepreneurship, business and organizational development, marketing, financing, stewardship, and sustainability	
Goodwill Industries of Eastern North Carolina 4808 Chin Page Road Durham, NC 27703 Phone: 919-941-9600	Goodwill Industries of Eastern North Carolina is committed, through several of its programs, to assist people in gaining job skills necessary to be competitive in today's job market. Programs include computer, math, and reading classes. Offers programs in Spanish.	Everyone
<b>Targeted</b>		
Dress for Success 1058 West Club Blvd, Ste 662 Durham, NC 27701 919-286-2128	Provide suits to disadvantaged women for job interviews. Professional Women's Group program provides group counseling and support for members who have found jobs. Career Center provides career guidance and helps teach technological skills necessary in the workplace.	Low-income women
Triangle Residential Options for Substance Abusers, Inc. (TROSA) 1820 James St., Durham, NC 27707 919-419-1059	A comprehensive, long-term, residential substance abuse recovery program. Key elements of the program include vocational training, education, communication, peer counseling/mentoring, leadership training and aftercare. By the time they graduate from the program, residents have a personal savings account, a donated and refurbished car, transitional housing, and marketable job skills.	Substance abusers with a desire to change their lives. Adults 18+. Must be enrolled in the residential program to receive vocational training and education.
Vocational Rehabilitation Office Durham Unit Office 4312 Western Park Pl., Durham, NC 27705 Phone: 919-560-6810	Division of Vocational Rehabilitation Services provides counseling, training, education, transportation, job placement, assistive technology and other support services. These services are provided to people with physical, psychiatric or intellectual disabilities to assist them with living independently and with finding a job and staying on the job.	Individuals with physical, psychiatric or intellectual disabilities
<b>Person County</b>		
<b>General</b>		
Employment Security Commission/Joblink 145 Weeks Drive Roxboro, NC 27573 336-599-3109	Offers job seeker assistance, unemployment insurance, career information and planning, and re-employment services and benefits. Joblink offers free computer access, career guidance, resume preparation, help with job search, information on the job market, training classes and workshops, information on training and education, GED preparation, access to resources for training, unemployment insurance claims, and veterans' services in order to help job seekers find a new or better job. The majority of services are free and many centers offer their services to youth as well as adults.	Everyone
Piedmont Community College 1715 College Drive Roxboro, NC Adult Basic Skills (ABS) Program 336-599-1181 ext. 268	The Adult Basic Skills program provides FREE academic instruction for adults to be able to: <ul style="list-style-type: none"> <li>• Earn a high school equivalency (GED®)</li> <li>• Improve or learn basic reading, writing and math skills</li> <li>• Learn English as a Second Language (ESL)</li> <li>• Gain skills needed for college or job entry</li> <li>• Learn everyday living skills (for intellectually disabled adults)</li> </ul>	Everyone

	<ul style="list-style-type: none"> <li>• Make a difference in your child's education</li> </ul>	
<b>Targeted</b>		
Vocational Rehabilitation Office 157 Semora Road, Roxboro, NC 27573 336-597-2150	Division of Vocational Rehabilitation Services provides counseling, training, education, transportation, job placement, assistive technology and other support services. These services are provided to people with physical, psychiatric or intellectual disabilities to assist them with living independently and with finding a job and staying on the job.	Individuals with physical, psychiatric or intellectual disabilities
<b>Wake County</b>		
<b>General</b>		
Employment Security Commission/Joblink Career Center 742-F East Chatham Street Cary , NC 27511 919-469-1406  3351 Carl Sandburg Court Raleigh , NC 27610 919-212-3849	Offers job seeker assistance, unemployment insurance, career information and planning, and re-employment services and benefits. Joblink offers free computer access, career guidance, resume preparation, help with job search, information on the job market, training classes and workshops, information on training and education, GED preparation, access to resources for training, unemployment insurance claims, and veterans' services in order to help job seekers find a new or better job. The majority of services are free and many centers offer their services to youth as well as adults.	Everyone
North Carolina Career Resource Network 700 Wade Ave. Raleigh, NC 27605 919-733-6700	The NC CRN offers self assessment tools for job seekers to help them find a career that fits them, links to educational tools to help people with secondary education and financial aid, information about various kinds of careers available in North Carolina, information about how to create a resume and cover letter, information about interview and networking skills.	Everyone
Wake Technical Community College Adult Education Center 1920 Capital Boulevard, Raleigh, NC 27603 Phone: 919-334-1500	GED, Adult High School Diploma, English as a Second Language, and basic skills	Everyone
Work First 2401 Mail Service Center Raleigh, NC 27699 919-334-1224	Work First program provides employment services, support services, and limited time cash assistance to those who meet qualifications to help move families off of welfare and into jobs.	-Have a child in the home under the age of 18 - Be a U.S. Citizen or qualified alien - Live in North Carolina and have a social security number or have applied for one - Have less than \$2000 in reserves
<b>Targeted</b>		
Community Voicemail 1420 S. Wilmington Street Raleigh, NC 27603 919-508-0718	Provides free voicemail service to people without phones seeking jobs, housing, healthcare or safety.	Demonstrated financial need and a goal for using the service are the only requirements.
Cornerstone 220 Snow Avenue Raleigh, NC 27603	Provide professional comprehensive services aimed at empowering the client to obtain and or maintain employment through outreach and engagement, education and ongoing evaluation. Intensive counseling that	Homeless men and women

919-508-0777	<p>focuses on areas of concern such as substance abuse, mental illness, family-related issues, and employment-related issues is offered.</p> <p>Walk-ins: Monday–Friday, 1–4:30 p.m.☐Appointments: Monday, Tuesday, Thursday, Friday, 8:30 a.m.–noon</p>	
<p>Dress for Success 1390 Capital Blvd Raleigh, NC 27603 919-286-2128</p>	<p>Provide suits to disadvantaged women for job interviews. Professional Women's Group program provides group counseling and support for members who have found jobs. Career Center provides career guidance and helps teach technological skills necessary in the workplace.</p>	Low-income women
<p>Passage Home 712 W. Johnson Street, Raleigh, NC 27603 919-834-0666</p>	<p>Job Readiness curriculum is designed to prepare candidates for entering the workforce and guides participants to develop and enhance career tools such as resumes, cover letters, and thank you letters</p>	<p>Provides training for underemployed or unemployed adults 18 or older. Target population include: working homeless families, people who have been incarcerated, those in recovery, and low resource neighborhoods</p>
<p>StepUP Ministries 1701 Oberlin Road Raleigh, NC 27608 919-781-0156</p>	<p>Comprehensive program is focused on education, employment, &amp; housing. Services include: 1. Comprehensive, week-long job preparation service 2. Personal, "Unique Match" employment - staff looks for available positions in the community that fit the backgrounds, interests, and skills of participants. Help with setting up interviews and the application process. 3. Follow-up and retention through weekly follow-up phone class, monthly "Job Friends" meetings, and by requiring participants to sign a contract stating that they will stay in their job at least six months.</p>	<p>Targets all unemployed and underemployed men and women in Wake, Durham and Johnston County</p>
<p>The Hope Center at Pullen 1801 Hillsborough Street Raleigh, NC, 27605 919-828-0897 x231</p>	<p>The Job Readiness Program provides mentors to homeless or marginally-housed men and women who seek stable full-time employment.</p>	Homeless or marginally-housed men and women
<p>Vocational Rehabilitation Office 1300 St. Mary St, Raleigh, NC 919-733-7807</p>	<p>Division of Vocational Rehabilitation Services provides counseling, training, education, transportation, job placement, assistive technology and other support services. These services are provided to people with physical, psychiatric or intellectual disabilities to assist them with living independently and with finding a job and staying on the job.</p>	Individuals with physical, psychiatric or intellectual disabilities