



# FAMILY INDEPENDENCE ADMINISTRATIO

## Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner  
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

### POLICY BULLETIN #07-37-EMP

#### NYC WORKFORCE1 CAREER CENTERS FLYER

<b>Date:</b> March 23, 2007	<b>Subtopic(s):</b> Employment
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p><b>W-300A</b> is for Model Center use only</p> <p>The Workforce1 Flyer should not be displayed in the applicant/participant waiting areas.</p> <p>NPA FS Office</p> <p><input type="checkbox"/> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Public Assistance Food Stamp office staff that the NYC Workforce1 Career Centers Flyer (<b>W-300A</b>) has been developed for use in the Model Centers. It is informational for all other staff.</p> <p>The <b>W-300A</b> lists the Workforce1 Career Centers in the five boroughs along with their business hours and telephone and fax numbers. The flyer is to be given to anyone who comes into a Model Center looking for a job only and <u>does not</u> want to apply for Public Assistance (PA). NPA FS offices located in a Model Center can also give this flyer to FS participants looking for employment. This flyer should not be used in a non-Model Center.</p> <p>At the Model Centers, the front door receptionist is to give the <b>W-300A</b> to any individual seeking employment but not public assistance. If the individual has questions regarding employment, the receptionist should advise him/her to contact the Career Center in his/her borough.</p> <p>If the individual has questions regarding issues other than employment but does not want to apply for PA, s/he should be given a ticket to the Customer Service and Information Center (CSIC).</p> <p>NPA FS offices located in a Model Center can also give the <b>W-300A</b> to food stamp participants inquiring about employment opportunities.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <p><b>W-300A</b>      NYC Workforce1 Career Centers Flyer (3/23/07)</p> <p><b>W-300A (S)</b>    NYC Workforce1 Career Centers Flyer (3/23/07)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
 Call (718) 557-1313 then press 2 at the prompt followed by 765 or  
 send an e-mail to *FIA Call Center*



# NYC Workforce1 Career Centers

## Information for Individuals Not Applying for Public Assistance (Back-to-Work Vendors Provide These Services for Public Assistance Applicants and Participants)

NYC Workforce1 Career Centers are a one-stop shop for workforce services. If you are looking for a job or a training program, you'll find what you need at a NYC Workforce1 Career Center.

### For Jobseekers:

- Find a job that better meets your needs
- Learn how to be more successful on the job
- Identify and access the best new job opportunities
- Pursue educational and occupational skills training classes that will increase your job choices

NYC Workforce1 Career Centers are staffed with employment and training professionals who will provide you with expert advice and help you develop a customized employment plan that meets your specific needs. Your plan may take advantage of a variety of services which include access to labor market information, résumé and interview preparation, job-search coaching, career counseling, access to educational and training opportunities, job referrals and placement, and post-placement professional development.

NYC Workforce1 Career Centers are operated by the New York City Department of Small Business Services, the New York State Department of Labor and the City University of New York. The Centers are part of a growing integration of economic and workforce development initiatives in the City of New York. Each Center combines the expertise of many different organizations to provide a seamless network of employment services and business development resources.

For more information visit **Workforce1** on the Internet at <http://home.nyc.gov/html/sbs/wf1/html/jobseekers/jobseekers.shtml>

### **Bronx Workforce1 Career Center**

358 East 149th Street  
Bronx, NY 10455  
Between Third Avenue and Cortlandt Street  
TTY: (800) 662-1220  
Telephone: (718) 960-7099  
Fax: (718) 993-5091  
Mon/Tues/Thurs and Fri: 8:30AM – 5:00PM  
Wed: 8:30AM – 8:00PM

### **CUNY on the Concourse**

2501 Grand Concourse, 3rd Floor  
Bronx, NY 10468  
Corner of East Fordham Road and Grand Concourse  
Telephone: (718) 960-6900  
Fax: (718) 960-4686  
Monday – Saturday: 9:00AM – 5:00PM  
E-mail: [cotc@lehman.cuny.edu](mailto:cotc@lehman.cuny.edu)

### **Hunts Point Works**

647 Bryant Avenue  
Bronx, NY 10474  
Between Spofford and Randall Avenues  
Telephone: (718) 842-1000  
Fax: (718) 842-1002  
Monday – Friday: 9:00AM – 5:00PM

### **Brooklyn Workforce1 Career Center**

9 Bond Street, 5th Floor  
Brooklyn, NY 11201  
Between Livingston Street and Fulton Street  
Telephone: (718) 246-5219  
TTY: (718) 246-3997  
Fax: (718) 246-3975  
Monday – Friday: 9:00AM – 5:00PM

### **LaGuardia Community College**

29-10 Thompson Avenue, Room C-400, 4th Floor  
Long Island City, NY 11101  
Between 29th Street and 30th Street  
Telephone: (718) 609-2130  
Fax: (718) 297-6395  
Mon/Tues/Thur and Fri: 9:30AM – 5:00PM  
Wed: 9:30AM – 7:00PM

### **Queens Workforce1 Career Center**

168-46 91st Avenue, 2nd Floor  
Jamaica, NY 11432  
Between 168th Street and 169th Street  
Telephone: (718) 557-6755  
Fax: (718) 297-6395  
Monday – Friday: 8:30AM – 6:00PM

### **Upper Manhattan Workforce1 Career Center**

215 West 125th Street, 6th Floor  
New York, NY 10027  
Between 7th and 8th Avenue (also known as Adam Clayton Powell Jr Blvd. and Frederick Douglass Blvd.)  
Telephone: (917) 493-7000  
TTY: (718) 280-1820  
Fax: (212) 280-3729  
Mon/Wed/Fri: 8:30AM – 5:00PM  
Tues and Thurs: 8:30AM – 9:00PM

### **Staten Island**

60 Bay Street  
Staten Island, NY 10301  
Between Bend Street and Slosson Terrace  
Telephone: (718) 556-9155  
TTY: (718) 556-9472  
Fax: (718) 981-8274  
Monday – Friday: 9:00AM – 5:00PM



# Centros de Desarrollo Profesional de NYC Workforce1

## Información para Personas no Solicitantes de Asistencia Pública (Los Contratistas de Regreso al Trabajo Proveen estos Servicios a Solicitantes y Participantes de Asistencia Pública)

Los Centros de Desarrollo Profesional de NYC Workforce1 brindan servicios integrados a la fuerza laboral. Si busca trabajo o un programa de capacitación, usted encontrará lo que necesita en el Centro de Desarrollo Profesional NYC Workforce1.

### Para Solicitantes de Trabajo:

- Encuentre un trabajo más adecuado para sus necesidades
- Aprenda a tener más éxito en el trabajo
- Identifique y acceda a las mejores nuevas oportunidades de trabajo
- Tome clases de capacitación que aumentarán sus opciones de trabajo

Usted contará con la opinión experta de profesionales de empleo y capacitación del personal de los Centros de Desarrollo Profesional NYC Workforce1 quienes le ayudarán a desarrollar un plan individualizado de trabajo que satisfaga sus necesidades particulares. Usted puede reforzar su plan por medio de una serie de servicios que incluyen el acceso a datos del mercado laboral, preparación de su currículum (résumé) y para las entrevistas, entrenamiento de búsqueda de trabajo, asesoría profesional, acceso a oportunidades de capacitación y educación, envíos y colocación, al igual que seguimiento profesional luego de ser colocado.

Los Centros de Desarrollo Profesional de NYC Workforce1 son administrados por el Departamento de las Pequeñas Empresas del Estado de Nueva York (New York City Department of Small Business Services), el Departamento de Trabajo del Estado de Nueva York (New York State Department of Labor) y la Universidad de la Ciudad de Nueva York (City University of New York). Los Centros son parte de una creciente integración de iniciativas económicas y de desarrollo de la fuerza laboral de la Ciudad de Nueva York. Cada Centro combina los conocimientos de distintas organizaciones para brindar una red integrada de servicios de empleo y de recursos empresariales.

Para más información visite **Workforce1** en el Internet: <http://home.nyc.gov/html/sbs/wf1/html/jobseekers/jobseekers.shtml>

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Miércoles: 8:30AM – 8:00PM

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Esquina East Fordham Road con Grand Concourse  
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