



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #17-77-EMP

TARGETED INTAKE LETTER FOR WASHINGTON HEIGHTS WORKFORCE1 CAREER CENTER SITE

<p>Date: September 12, 2017</p>	<p>Subtopic(s): Employment</p>
<p>☞ 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 Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff, of the Washington Heights Workforce1 Career Center (FIA-1197) targeted intake letter. This policy bulletin is informational for all other staff.</p> <p>The Washington Heights Workforce1 Career Center is a one-stop shop for workforce services. The FIA-1197 provides information on the resources available at the Washington Heights Workforce1 Career Center for individuals looking for a job or a training program.</p> <p><i>Effective Immediately</i></p> <p>Related Items:</p> <p>PB #17-51-EMP</p> <p>Attachments:</p> <p>FIA-1197 (E) Washington Heights Workforce1 Career Center (Rev. 9/12/17) FIA-1197 (S) Washington Heights Workforce1 Career Center (Spanish) (Rev. 9/12/17)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298



Date: _____

Case Number: _____

Case Name: _____

Center: _____

Washington Heights Workforce1 Career Center

The Human Resources Administration (HRA) and the New York City Department of Small Business Services (SBS) invite you to take advantage of the Washington Heights Workforce1 Career Center.

Washington Heights Workforce1 Career Center

516 West 181st Street, 5th Floor

New York, NY 10033

The Washington Heights Workforce1 Career Center is 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 the Washington Heights Workforce1 Career Center.

Some of the workshops offered at the Washington Heights Workforce1 Career Center include, but are not limited to:

- Understanding the Workplace
- Leading a Successful Job Search
- Advancing in the Workplace
- Negotiation and Conflict Resolution
- Commercial Driver Training
- Web Development
- Medical Assistant Training

Please visit the Washington Heights Workforce1 Career Center for more information.



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Centro: _____

Centro Profesional Workforce1 en Washington Heights

La Administración de Recursos Humanos (HRA) y el Departamento de Servicios a la Pequeña Empresa (SBS) invitan a usted a aprovechar el Centro Profesional de Workforce1 en Washington Heights.

Washington Heights Workforce1 Career Center

516 West 181st Street, 5th Floor

New York, NY 10033

El Centro Profesional de Workforce1 en Washington Heights es un centro completo para servicios profesionales. Si usted busca trabajo o programa de capacitación, encontrará lo que necesite en el Centro Profesional de Workforce1 en Washington Heights.

Algunos de los talleres brindados en el Centro Profesional de Workforce1 en Washington Heights incluyen, pero no se limitan a lo siguiente:

- Entendimiento del sitio de trabajo
- Realización de búsqueda de trabajo satisfactoria
- Ascenso en el sitio de trabajo
- Negociación y resolución de conflictos
- Capacitación de conductores comerciales
- Desarrollo del web
- Capacitación para asistente médico

Por favor visite el Centro Profesional de Workforce1 en Washington Heights para más información.