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Workshops and Sessions

Workshop sessions can range from 30 minutes to 1 hour, normally are offered in a small group setting, and are offered multiple times during the month. Please contact a Job Placement Coordinator or stop by 321 Central Ave. in Kearney to inquire when the next class will be held.

- Resume Writing
- Creating a Cover Letter
- Interviewing & Practice
- Understanding Your Pay Stub
- Income Taxes - Withholdings
- Health & Life Insurance
- Banking: Checking, Savings, Investing
- What's My Credit?



Program funded by the
American Recovery
and Reinvestment Act
(ARRA)

Community Action Brand Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.



JOB PLACEMENT SERVICES

321 Central Ave
P.O. Box 2288
Kearney, NE 68848-2288
Phone: (308) 865-9101
Fax: (308) 865-5681

8:00AM - 5:00PM
Monday - Friday



A project by Community Action Partnership
of Mid-Nebraska

Employment and Educational Services and Resources:

*All services provided are of no cost to individuals and businesses.

➤ Assist with Job Search and Placement

Job Placement Coordinators will be available for independent or group assistance in searching for qualifying jobs, as well as, identifying skills that can be interchangeable through different positions.

➤ Job Training and Preparation Guidance

On-site staff will be prepared to help you submit an application and prepare a resume, cover letter, and advice on interviewing. Computers, internet access, fax machines and copy machines are available for all employment needs.

➤ Workshops and Educational Classes

Individual and group workshops will be given to help you create a personalized resume, cover letter, as well as classes about financial literacy (banking, credit cards, loans, investing, etc) and a basic overview of income taxes, payroll statements, and health insurance.

➤ Assistance with Unemployment

Staff help is available if needing to apply for unemployment. After the claim has been processed, you will receive a packet of information by mail, which the staff can assist you to complete.

➤ Information and Referral Services

Basic information regarding GED testing, vocational rehab and training information, as well as emergency assistance for food, housing, transportation, child care, rent and utilities.

Resources Available:

- ✓ Job listings/Internet
- ✓ Resource library
- ✓ Computer Lab
- ✓ Resume Software
- ✓ Video & CD-ROM Training
-Computer Software Programs
- ✓ Copier and Faxing

Individual Services:

- ✓ Employment counseling
- ✓ Vocational/Skill training
- ✓ Job preparation classes
- ✓ Finance/payroll workshops
- ✓ Veteran guidance/referral
- ✓ Online proficiency tests

Do you have employment questions or services not mentioned?

Why not ask?

We're here to help you!