

Georgia Department of Labor Northwest Georgia Fact Sheet

Where are Department of Labor Career Centers Located?

Blue Ridge Career Center - 706.632.2033
Cartersville Career Center - 770.387.3760
Cedartown Career Center - 770.749.2213
Dalton Career Center - 706.272.2301
LaFayette Career Center - 706.638.5525
Northwest Georgia Career Center (Fort Oglethorpe) - 706.861.1990
Rome Career Center - 706.295.6051

What services do the Career Centers offer job seekers?

- Assistance in finding jobs that match the job seekers' qualifications.
- Access to the G1 computer system that lists jobs from throughout the State.
- Career guidance to help individuals identify their skills and interests and help in deciding what type of occupation to pursue.
- Information and assistance to help locate training opportunities.
- Workshops regarding where to find jobs, tips for creating and using a resume, successful interviewing, application completion, Internet job search, financial management, and retaining jobs.
- Community services information for customers with special needs.
- Resource areas with access to newspapers, self-help books, videos, telephones, copiers, fax, printers, and personal computers for word processing and Internet access.
- Customized assistance for veterans, dislocated workers, persons with disabilities, older workers, welfare recipients, rehabilitated ex-offenders, migrant and seasonal farm workers, discouraged workers, and youth.
- Assistance with Unemployment Insurance benefits.
- Trade Act Assistance (TAA) to those workers who have lost their jobs to foreign trade.

What programs do Career Centers have for special populations?

Specially trained staff are assigned to:

- The **Offender and Parolee State Employment and Training Program (TOPSTEP)** which assists offenders in assimilating back into the workforce
- **GoodWorks!** which helps TANF applicants, recipients, and non-custodial parents become employed and move to self-sufficiency.
- **Georgia Works** provides Unemployment Insurance (UI) recipients the opportunity to train with participating employers for up to 8 weeks while drawing their UI payments. The goal is permanent employment after the training contingent upon the employer's approval.
- **Veterans**

What is G1?

G1 is Georgia's electronic "one-stop" service. It can be accessed at any location connected to the Internet, and it provides information about:

- Job listings
- Job search tools and tips
- Career and job market information
- Internet job search guide
- Education and training information and resources
- Information about available services including Unemployment Insurance benefits and disability resources

- Information for employers including recruitment services, hiring incentives, disability resources, Unemployment Insurance Taxes, Quarterly Tax and Wage Reports, Labor Laws, forms and pamphlets, and related information.

What services do the Career Centers offer employers?

- Recruit (including mass recruiting), screen, test, and interview potential employees, referring only those that meet employers' qualifications
- Help advertise job openings and coordinate the application process
- Provide federal fidelity bonding for employees if needed
- Office space to conduct interviews
- Labor market information on prevailing wages, labor markets, employment and income statistics, employee availability, current employment trends, economic indicators, unemployment insurance, and new developments
- Information about money-saving tax credits such as the Work Opportunity Tax Credit for employers who hire certain employee groups
- Seminars about tax issues and trends in employment law
- Consultation regarding unemployment insurance tax reporting requirements and the unemployment insurance appeal process
- Consultation regarding employment laws governing unemployment insurance, child labor, workplace safety nondiscrimination and equal opportunity
- Job placement, retraining opportunities and other services to help reduce the economic impact of layoffs on both the company and the community
- Customized services for both employer and employees in the event of a layoff
- Immigration and Alien Certification Program.
- Safety and Health Consultation Service.

What are WARN, TAA, TRA, JIS, and GCIS?

- The Worker Adjustment and Retraining Notification Act (WARN) requires certain employers to provide notice 60 days in advance of plant closings and mass layoffs.
- Trade Adjustment Assistance (TAA) offers a variety of reemployment services and benefits to workers who lost their jobs or whose hours of work and wages are reduced as a result of increased imports.
- Trade Readjustment Allowances (TRA) are weekly payments to workers who are covered under a certified Trade Act.
- Job Information System (JIS) is a computer-based system that has information about job openings in Georgia and the nation.
- Georgia Career Information System (GCIS) is a computer system that provides information about careers and training, school scholarship programs offered by schools, and occupational and career information for use in career planning.

At what Career Centers are Workforce Investment Program (WIA) funded staff located?

Blue Ridge Career Center - 706.632.2033 - Appalachian Technical College WIA
 Cartersville Career Center - 770.387.3760 - On-the-Job Training
 Cedartown Career Center - 770.749.2213 - On-the-Job Training
 Dalton Career Center - 706.272.2301 - On-the-Job Training & Dalton State College WIA
 Northwest Georgia Career Center (Fort Oglethorpe) - 706.861.1990 - On-the-Job Training
 Rome Career Center - 706.295.6051 - On-the-Job Training

Where can I find more information about services offered by Career Centers?

More information is available on the Department of Labor web site at <http://www.dol.state.ga.us>.