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The

Employment Journey

PEI's Top Source for Career Planning and Job Seeking

PEI resources and services for job seekers & employers

The following 4 pages is a list of PEI resources & services that can help both the job seeker with the job hunt and the employer find the right staff.

Eight Sector Councils on PEI that help address human resource issues in the workplace:

Aerospace	892-3177	www.aerospacepei.com
Agriculture	892-1091	www.peiagsc.ca
Culture	367-4460	www.peiculture.ca
Health	367-4460	www.peihsc.ca
Innovation and Technology	894-4827	www.itap.ca
Residential Construction	367-3366	www.peircsc.ca
Trucking	566-5563	www.peitsc.ca
Tourism	566-5008	www.choosetourism.ca



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Did you Know...

PEI Agriculture Sector Council has Agriculture Employment Officers in Charlottetown and Summerside. To recruit a farm worker, advertise your job opening, or find employment in agriculture, contact an agriculture employment office:
 Charlottetown: 892-2591 or 1-866-892-1091
 Summerside: 1-855-724-3230
 Visit www.peiagsc.ca



Boys & Girls Club of Charlottetown

provides services for homeless and at-risk youth ages 16 to 29.

The **Survival Centre for Youth** is a drop-in service which offers a job board updated daily. Assistance is also available for writing resumés and cover letters and preparing for interviews. They aim to link prospective employers with job-seeking youth, and focus on employability skills and other training.

Hours: The Survival Centre is open Monday to Friday, 5:30 pm to 9 pm. Call **894-5884** during opening hours.

Location: 35 St. Peters Road, Charlottetown

For more information, call **Jessica Mackenzie**, Interim Executive Director, at **892-1817**.



Canada Business Service Centre

provides information about financing sources, business strategies, marketing and promotion, government regulations and programs for entrepreneurs.

For more information, call toll-free: **1-888-576-4444**

Visit www.canadabusiness.ca/eng/page/centre/sgc-11/#sgcselect



Canada Youth Business Foundation Program

(CYBF) provides start-up capital for entrepreneurs and can also provide referrals to other sources of loans and assistance.

CBDC Central PEI and CBDC West Prince Ventures Ltd. deliver the programs across the Island.

For more information:

Charlottetown: Allison Ramsay, Innovation PEI: **569-7797** or ajramsay@gov.pe.ca

Summerside: Paul Gillespie: **888-3793** or paul.gillespie@cbdc.ca

Alberton: Maxine Rennie: **853-3636** or maxine.rennie@cbdc.ca

Montague: Martina MacDonald, CBDC East: **838-7033** or martina.macdonald@cbdc.ca

Visit www.cybf.ca



Career Bridges

is a 14 week vocational assessment and guidance program for people considering a career change or further training. Information sessions will be held in all centres on August 14th and September 4th @ 10am.

For more information, call **O'Leary 726-3016**
Summerside 436-5739
Charlottetown 566-2811

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Clubhouse program: Fitzroy Centre

in Charlottetown provides a wide range of supports and services to adults who have experienced mental health issues.

At **Fitzroy Centre Employment Services**, employment counsellors work with clients in the following four areas: career decision making, skills enhancement, job search, and employment maintenance.

For more information, call **566-4463**

Visit www.pei.cmha.ca/programs-and-services/clubhouse-program/

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Where PEI job seekers get help & employers get recruiting support

Clubhouse program: Hope Centre Clubhouse

in Alberton is a program to assist adults who live with a mental illness to return to the workforce.

The Clubhouse also works with employers in the community to create positions for members. A unique aspect is Transitional Employment, where a Clubhouse member works in the community and Clubhouse staff provide training, support and backfill the position if need be.

For more information, contact **Natasha Dunn**, Director, at **853-3871**

Visit <http://pei.cmha.ca/programs-and-services/clubhouse-program/>

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Clubhouse program: Notre Dame Place

in Summerside provides a wide range of supports and services to adults who have experienced mental health issues.

At **Notre Dame Employment Services** in Summerside, employment counsellors work with clients in the following four areas: career decision-making, skills enhancement, job search, and employment maintenance.

For more information, call **888-2237**

e-mail ndplace.director@cmha.pe.ca

Visit www.pei.cmha.ca/programs-and-services/clubhouse-program/

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



Community Connections Inc. provides a range of employment, residential, and support services to adults with intellectual disabilities in East Prince. They assist individuals to develop to their full potential, provide support to access and use community resources, and offer empowerment to contribute and participate in a meaningful way within their community.

For more information,

Visit www.communityconnectionsinc.com

Contact Frank Costa at **436-7576** or

e-mail info@communityconnectionsinc.com

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



Community Inclusions Ltd. provides employment, residential, recreational, and training services to adults with intellectual challenges in western PEI. Some clients work for local businesses supported through the organization's Employment Unit, while others attend Vocational Services at the Maple House Centre in O'Leary and the Tignish Training Centre.

They operate residences in Tignish, Alberton, and O'Leary. They also coordinate various community-based residential placements throughout the region.

For more information, contact **Kevin Porter** at **726-3144**

Visit www.communityinclusions.com



Employment Unit is funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

East Prince Youth Development Centre

is geared to youth 15 to 30 years of age.

The centre provides support and assistance with:

- Resumé and cover-letter writing
- Guidelines for doing an effective job search
- Job board updated daily
- Program referrals
- Free workshops
- Internet access
- Resource library
- Job referrals
- and much more.

Location: 223 Water Street, Summerside

For more information, contact **Barb Broome** at **436-2815**.

Visit www.epydc.org

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



Inclusions East Inc. in Montague offers employment services such as needs assessment, case management, employment readiness and job coaching to individuals with intellectual disabilities in Kings County.

Contact **Lori MacMillan (Lori Mac)** or **Annie Nielsen** at **838-2516** or e-mail lori@kingswoodcentre.com

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



Harbourview Training Center Inc.

in Souris provides a broad range of support services to clients with an intellectual disability. They offer skill enhancement programs and assist and support clients to gain meaningful employment in the community.

For more information, contact **Judy Hennessey**, Executive Director, at **687-3032**

Visit www.harbourviewtrainingcenter.ca



Harbourview is a non-governmental agency operated by a board of directors who receive a funding grant from the Department of Community Services, Seniors and Labour.

John Howard Society assists Island offenders in the difficult transition from institutional to community living. They offer Employment Assistance Services. The individual and staff work together to develop an employability plan that meets the client's needs.

For more information, call **Bob Doyle**, Outreach Worker, at **566-5425** or visit the office at 163 Queen Street, Charlottetown.

Visit www.pei.johnhoward.ca

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement and Community and Correctional Services of PEI.



Mi'kmaq Confederacy of PEI Employment Services

operates three employment centres across the province:

- **Prince County:** contact **Curtis Reilly** at **831-3245**
- **Queens County:** contact **Betty Gordon** at **626-3834**
- **Kings County:** contact **Faye MacLean** at **676-2353 ext. 102**

For more information, visit www.mcpei.ca

Funded by the Government of Canada Aboriginal Human Resources Development Strategy.



Where PEI job seekers get help & employers get recruiting support

Passport to Employment is a joint provincial and federal government strategy designed for Island workers ages 55 to 64 who wish to re-enter the workforce. Sessions are held across the province.

Training involves five to six weeks of classroom time. Participants enhance their resumé, cover letter, interview and computer skills. Personal awareness training is a large component of the program. After the course, employment mentoring is provided.

For more information, contact **Yvonne** at **620-3857** or **Michael** at **620-3436**.

Visit www.matureworkers.ca



PEI Association for Newcomers to Canada

(PEI ANC) Employment Assistance Service Counsellors help newcomers overcome employment barriers in their search for work. They help identify suitable employment or volunteer opportunities, and they offer one-on-one career counselling. They assist with resumé and cover-letter preparation, job search and interview techniques, education and training options, credential recognition processes, and entrepreneur options including purchasing a business or creating a new one. EAS helps clients create a "Return to Work" plan and offers ongoing support and guidance to get newcomers to Canada working.

Location: 49 Water Street, Charlottetown

For more information, contact **Jennifer Jeffrey**, Employment Services Coordinator, at **628-6009 ext. 209**

Visit www.peianc.com

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement and SkillsPEI.



PEI BioAlliance website features a list of bioscience job postings. There is also a section where job seekers can list their education and job experience.

For more information, call **367-4400**.

Visit www.peibioalliance.com and click **Careers**.



PEI Career Development Services Inc.

provides the following:

- Resource Centre with Internet access for job search and labour market research.
- Job Board in each location and also on-line at www.cdspei.ca
- Confidential assistance with career planning, training, job search, and applications for funding.

Locations:

Montague **838-5485** **Bloomfield** **859-2776**

Souris **687-1526** **Summerside** **436-0706**

Charlottetown **626-2014**

Visit www.cdspei.ca

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PEI Council for People with Disabilities

offers assistance with career decision making, skills enhancement, and job search, including resumé and cover letter preparation, job maintenance, and pre-employment training. They also do direct marketing applications for wage subsidies and job coaching.

They offer a Job Club to assist with job searching techniques and support.

They offer Work Abilities Pre-Employment & Career Exploration sessions one day a week covering:

- Job search techniques
- Career assessment and exploration
- Employability skills including resumé development and interview skills
- Life skills.

Contact **Nancymarie Arsenault**, Employment Manager, at **892-9149 ext. 225**

Employment Specialists:

Kings County	Judy MacLeod	838-5878
Queens County	Patricia Allen	892-9149 ext. 226
Prince County	Devon Broome	436-9258

Visit www.peicod.pe.ca

Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



RDÉE Prince Edward Island is the provincial francophone economic development council of PEI.

Services:

- Community economic development and cooperative development services, including the creation of sustainable jobs and new businesses, and the expansion of existing businesses.
- Entrepreneurial development services.

For more information, contact:

Head office, Wellington: 854-3439

Satellite office, Charlottetown: 370-7333

RDÉE also manages the Acadian and Francophone Chamber of Commerce of PEI.

Visit www.rdeeipe.net

Funded by Human Resources and Skills Development Canada's Enabling Fund for Official Language Minority Communities. RDEE also regularly obtains funding from other federal and provincial departments, particularly the Atlantic Canada Opportunities Agency, to carry out various economic development projects.



Rural Community Learning

manages three employment resource centres in West Prince. The centres offer unemployed individuals assistance with preparing a resumé, cover letter, and filling out work application forms. There is access to computers, photocopier, and fax machine for employment purposes. Workshops are provided as needed.

Tignish	Ruby Arsenault	882-2498
Alberton	Valerie Gallant	853-2646
St. Edwards	Priscilla Handranan	882-2352

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PEI resources and services for job seekers & employers

SkillsPEI offers programs and services for job seekers, employers, and organizations. They can help clients eligible for Employment Insurance and unemployed people who are not EI eligible to prepare for and find employment.

SkillsPEI offices:

Charlottetown	Atlantic Technology Centre	368-6290
Summerside	Access PEI	438-4151
O'Leary	Future Tech West	859-8898
Montague	541 Main Street	838-0674
Wellington	Outreach Site	
Souris	Access PEI	687-7070

Visit www.skillspei.com

Funded by the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.



Stars for Life Foundation for Autism is an

organization which addresses the lack of services and support in the community once an individual with an Autism Spectrum Disorder graduates from high school.

The goal is to provide young adults with daily living skills, continued education, supported housing, independent living skills, employment skills, and workplace opportunities.

They provide one-on-one support with resumé building, job seeking, mock interviews, and visiting workplaces to determine work placements.

With the clients' unique challenges, it is important to find employers who can identify and make small changes needed to make the clients' work experience successful. Education will help co-workers better understand this disorder. It will help them to go beyond the physical aspects to see the real person underneath.

For more information, contact **Rhea Vardy-MacPhee** at 894-9286 or e-mail rhea@starsforlife.com

Visit www.starsforlife.com



Service Canada provides Canadians with one-stop, personalized access to Government of Canada services and benefits.

Locations on Prince Edward Island:

- **Charlottetown Service Canada Centre:** Jean Canfield Government of Canada Building, 191 University Ave.
- **Summerside Service Canada Centre:** Government of Canada Building, 294 Church St.
- **O'Leary Service Canada Centre:** 371 Main Street.
- **Montague Service Canada Centre:** 491 Main Street.
- **Souris Service Canada Centre:** Save Easy Mall, 173 Main Street, 2nd floor.
- **Wellington Outreach Services:** 48 Mill Road.

For more information

Click: www.servicecanada.gc.ca

Call: 1-800-622-6232 or 1-800-925-9105



Job Bank is Canada's one-stop job listing web site. Each year, it helps hundreds of thousands of Canadian workers, job seekers, and employers connect on-line, and it is free of charge.

Visit www.jobbank.gc.ca



Top websites to find PEI jobs being advertised

www.jobbank.gc.ca

www.choosetourism.ca/jobboard/

www.peiagsc.ca/employment.shtml

www.careerservicespe.com/index.php?page=jobboard

www.islandrecruiting.com

www.EmployPEI.com

www.careerbeacon.com

www.workopolis.com

www.halliwellconsulting.com

www.indeed.com

www.pei.jobs-open.ca

www.theguardian.pe.ca/PageVolante/2612/emplois?siteId=204

www.peibioalliance.com/job-postings.php

www.n3xtjob.ca



Holland College Adult Education

Are you thinking of going back to school to get your GED or to earn high school credits? Students may choose to attend full- or part-time. Evening classes are also available in some centres. They continually take applications, so sign up today.

For more information, contact the central office at 566-9628 or 1-800-446-5265 and press 3.



All Holland College Adult Education

graduating classes of 2013 articles are now available on The Employment Journey Blog,

visit www.employmentjourney.wordpress.com/



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