

Employment Services Overview

Goodwill Industries of Central Indiana, Inc. provides work opportunities, education and employment services to enhance the employability of people who want to work and need assistance finding a job.

Adult Basic Education (ABE) and GED/ASVAB Test Preparation

Individuals will receive instruction in reading, math and writing, as well as General Equivalency Diploma (GED) and the Armed Services Vocational Aptitude Battery (ASVAB) test preparation, in the Adult Basic Education class.

Case Management, Work Readiness, Financial Literacy

Assistance is offered to ensure that an individual is ready to enter the workforce and maintain employment.

EVOLVE

Through the Educational Vocational Opportunities and Lifelong Learning through Various work Experiences (EVOLVE) service, adults who have not been able to obtain or maintain employment are provided the skills necessary to prepare for long-term employment. This weeklong session offers work-readiness skills in résumé development, interviewing, dress for success and job retention. It is designed to assist individuals with significant barriers to employment, and those transitioning off public assistance, reenter the workforce.

Goodwill Staffing Solutions

Goodwill Staffing Solutions is a full-service employment agency that offers temporary, temp-to-hire and direct-hire placements and is committed to providing quality employees and unique staffing solutions to companies in central Indiana.

Resource Centers

Job search materials and resources are available for job seekers at Goodwill's Resource Centers. Services include: Computers for writing résumés and cover letters, access to the Internet and computerized job banks, telephones for employer contacts, the latest job openings and company profiles.

Senior Community Service Employment Program

The Senior Community Service Employment Program (SCSEP) provides job training and placement for people with limited financial resources who are age 55 or older and provides employers with trained, motivated workers.

Supported Employment

Individuals with disabilities receive intensive, individualized assistance finding and keeping jobs. Counseling, paid on-the-job training, and job-retention and follow-along services are available.

Work Experience

Employment opportunities and work experience are available through Goodwill's Commercial Services Division. Individuals are hired as employees of Goodwill and may work in a variety of settings while working with a case manager to develop an individual plan to identify and achieve their personal goals. The goal of transitional employment is to give individuals work experience so that they are able to transition into other jobs that will allow them to be more economically self-sufficient.

Youth Services

A team of Goodwill staff is dedicated to helping young people ages 16-21 explore career fields, learn job-finding skills and find the support from other agencies they need to succeed in life and work.

Fact Sheet

Goodwill Employment Services Locations: *Services vary by location*

Central (Michigan Street) Office

1635 W. Michigan St.

Indianapolis, IN 46222-3899

Phone: (317) 524-4313 Fax: (317) 524-4336 TTY: (317) 524-4309

Community Center Partners: *Services vary by location*

CAFE (Community Alliance of the Far Eastside)

8902 E. 38th St.

Indianapolis, IN 46226

Phone: (317) 890-3288, Ext. 25

www.cafeindy.org

Fay Bickard Glick Neighborhood Center at Crooked Creek

2990 W. 71st St.

Indianapolis, IN 46268

Phone: (317) 293-2600, Ext. 103