

Quick Guide to WorkSource Services

WorkSource Quick Guide, continued...

What is WorkSource?

WorkSource is a partnership of organizations dedicated to addressing the employment needs of area workers and employers.

The WorkSource Center and Affiliate Offices are convenient places for people to access a variety of services and tools designed to help them achieve their employment goals.

WorkSource works closely with local employers and businesses to advertise and fill available job openings. WorkSource also offers employers assistance in training existing workers to upgrade their skills.

Below, you'll find tips for a successful job search.

Know Yourself: *Preparation*

- Skills Assessment (*KeyTrain and ProveIt*)
- Job Counseling
- Job Search Workshops

Know the Employer: *Job Search*

- Labor Market/Industry Information
- Job Match and Referral

Make the Match: *Your Skills=Employer Needs*

- Training & Re-training Assistance and Information
- Information on Community Resources
- Unemployment Insurance Assistance

Tools to help with job preparation

- Computers with internet access to job search resources
- Copiers
- Long-distance to call on jobs
- FAX machine for job or Unemployment Insurance-related documents
- Job market information
- Microsoft applications & tutorials
- Typing and ten key tutorials
- Application, resume, and interviewing workshops
- Résumé creation software
- Skills and abilities assessment
- Skill development options
- Unemployment TeleCenter access
- Translation Services



956 S Main
Colville WA 99114
(509) 685-6158

WorkSource -
A joint venture of organizations that have developed partnerships dedicated to address Washington State's employment needs.

Some services or programs available based on meeting eligibility requirements....

Who to Contact

U.S. Veterans

Bill Rogers ▪ 509-685-6142

Youth Employment and Training, 21 and under

Dana McDowell ▪ 509-685-6125

Cynthia Frees ▪ 509-685-6137

Low income: Housing, Head Start, Energy Assistance

Rural Resources Community Action ▪ 509-684-8421

Lost job due to business closure or downsizing

Juanita Villers ▪ 509-685-6145

Training/Re-training

Juanita Villers ▪ 509-685-6145

Dana McDowell ▪ 509-685-6125

Disability / Special Needs

Bill Rogers ▪ 509-685-6142

Adult Literacy classes

Jim Carney ▪ 509-685-6134

WorkSource Business Services for employers

▪ 509-685-6158 ▪ (toll free) 1-800-451-1549

Vocational Rehabilitation

Lesa Crane ▪ 509-685-6147

web site: www.dshs.wa.gov/dvr

File an Unemployment Insurance Claim

Telephone ▪ 1-800-318-6022 or <http://www.esd.wa.gov/>

Where to Access Services

Resources and services can also be accessed 24 hours a day by visiting Washington's largest employment web site at: www.go2worksource.com

Services are available at the following locations:

WorkSource Colville Center

956 S Main ▪ Colville, WA 99114

Phone: 509-685-6158 ▪ (toll free) 1-800-451-1549

Rural Resources—WorkSource Affiliate

301 Spruce, Suite D ▪ Newport, WA 99156

Phone: 509-550-7050

Rural Resources—WorkSource Connections

Davenport ▪ Republic, WA (by appointment)

Phone: 1-800-776-2178

WorkSource Connections at DSHS

Newport, Suzy Reasoner ▪ 509-447-6225

WorkSource is an equal opportunity employer and provider of employment and training services.

Auxiliary aids and services are available upon request to persons of disability. Washington Relay Service (800) 833-6384 or 7-1-1.