

**BETHLEHEM EMPLOYMENT AND TRAINING CENTER  
FEBRUARY 2018**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>February 1</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 2</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:00	<b>February 3</b>
<b>February 4</b>	<b>February 5</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 6</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 7</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Immigration Consultations</u> 1:00- 5:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-5:00	<b>February 8</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30 <u>Interview Tips and Trends</u> 2:00 – 3:30	<b>February 9</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:00 <u>Basic Computer/Keyboarding</u> 1:30-3:00	<b>February 10</b>
<b>February 11</b>	<b>February 12</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 13</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 14</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Immigration Consultations</u> 1:00-5:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-5:00	<b>February 15</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 16</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:00	<b>February 17</b>  <b>Food Pantry 9:00-11:00AM</b>
<b>February 18</b>	<b>February 19</b>  <b>OFFICE CLOSED</b>  	<b>February 20</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 21</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Immigration Consultation</u> 1:00-5:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-5:00	<b>February 22</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30 <u>Interview Tips and Trends</u> 2:00 –3:30	<b>February 23</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:00 <u>Basic Computer/Keyboarding</u> 1:30-3:00	<b>February 24</b>
<b>February 25</b>	<b>February 26</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 27</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-4:30	<b>February 28</b> <u>Directed Job Search Lab</u> 9:00-4:00 <u>Basilio Huertas Senior Center</u> 8:30-1:00 <u>Immigration Consultation</u> 1:00-5:00 <u>Community Empowerment Office</u> 9:00-3:00 <u>WIC Office</u> 9:00-5:00			

## BETC SERVICE OFFERINGS

**Directed Job Search Lab** – Open computer lab access for job search; CareerLink staff is present to provide help with technology, job applications, job recommendations, resumes, cover letters, thank you letters, and general job search assistance.

**Basic Computer 101/Keyboarding** – This workshop is for someone with little or no computer experience. Learn the basics of keyboarding skills and entry-level computer operations. Also, learn to use a “mouse”, ways of navigating the computer screen, and an introduction to MS Word.

**Interview Tips and Trends** – This workshop will review the role of interview preparation, the skills necessary to confidently conduct an interview, and the follow-up process.

## TECHNOLOGY RESOURCES

**Computers** – Computers with internet access, printers, fax, and supplies are available onsite to prepare and email resumes and conduct your job search.

**Outlook Lehigh Valley** – Access local labor market information updated monthly by the Lehigh Valley Workforce Investment Board, Inc. to guide your career exploration and job search. View the employment snapshot, track employment trends, research high demand occupations and associate salaries, and use the most updated web resources to land a job.

**Career Cruising** – Individualize your job search with the Career Cruising internet-based software, a user-friendly program that helps satisfy five career guidance needs: self-assessment, career exploration, post-secondary education planning, work search, and portfolio development.

**WinWay Resume Deluxe** – The resume wizard will assist you in creating a professional resume that will get results. You can easily customize your resume to target specific employers and career situations.

## SUPPLEMENTARY RESOURCES

The following resources are offered by Hispanic Center Lehigh Valley, a partner agency of CareerLink Lehigh Valley

**Immigration Consultation** – Northampton County residents receive legal consultation regarding immigration from community volunteers specializing in immigration law. Please call 610-868-7800 to confirm availability; services offered on a walk-in basis **Wednesdays from 1:00PM to 6:00PM**.

**Food Pantry** –The **third Saturday of each month from 9:00AM to 11:00AM**, the Hispanic Center of Lehigh Valley’s Food Pantry provides food to anyone residing in the 18015 zip code. The pantry provides each participant with 3 days’ worth of groceries as a supplement for those who are unable to secure sufficient amounts of food. All who wish to participate must reside in the 18015 zip code and are required to provide proof of residency.

**Community Empowerment Program** –Community Resource Coordinators work individually with community members of Northampton County to assist them in attaining employment and other services that lead to self-sufficiency. Open **Monday through Friday from 8:30AM to 3:00PM and closes 12:30PM -1:00PM daily for lunch.**

**WIC** -Nutritional and supplemental dietary services to women, infants, and children from conception to age five. Qualified families are offered individualized dietary counseling to ensure that mothers and their children have the tools and knowledge to lead healthy lifestyles. Open **Monday, Tuesday & Thursday from 9:00AM to 4:30PM, Wednesday from 9:00AM to 6:00PM, and Friday from 9:00AM to 4:00PM.**

**Basilio Huertas Senior Center** -Open **Monday through Friday from 8:30AM to 1:00PM**, the Basilio Huertas Senior Center provides older adults over 60 years of age with personalized case management services as well as the opportunity to engage in educational and social activities that promote their **health** and well-being. Breakfast (9:00AM) and Lunch (11:30AM) provided daily.