

Other Programs

Administered through the V. I. Career Network System

ALIEN LABOR CERTIFICATION (ALC)

A federal program that provides Alien Certification assistance to employers who have exhausted their search for qualified U.S. workers.

FEDERAL BONDING PROGRAM

An Incentive Program designed to promote the hiring of ex-offenders and other at-risk job seekers through Fidelity Bonding.

VETERANS EMPLOYMENT & TRAINING (VET)

A federally funded program that provides exclusive employment and training services to veterans. If you served in the U.S. military you may be eligible for veterans' preferential referral services and benefits. Our Local Veterans' Employer Representatives (LVER) are available to assist former military personnel.

WORK OPPORTUNITY TAX CREDIT PROGRAM (WOTC)

A federally funded program which provides a tax incentive up to \$2,400 to employers who hire individuals with barriers to employment from among these target groups: Welfare Recipients, (18-25 year old) Food Stamp Recipients, Veterans, Vocational Rehabilitation Referrals, and High Risk Youth ages 18-24.

For more information on services available at the V.I. Career Network Center; you may visit us at any of the locations listed below or you may access our website at:

www.vidol.gov/Units/Job_Service/Job_Service.htm

To register, concerns or recommendations regarding our services or the information in this brochure. Please contact

Arah C. Lockhart
Acting Director, JSD
Email: aclockhart@vidol.gov

THE DEPARTMENT OF LABOR



Cecil R. Benjamin
Commissioner

Eleuteria Roberts
Assistant Commissioner

Outreach Services are available upon request.

St. Thomas

53A & 54A&B
Kronprindsens Gade
Charlotte Amalie
St. Thomas, USVI 00802
Tel: (340) 776-3700

St. Croix

Sunny Isle Store #7
Christiansted, St. Croix
USVI 00820
Tel: (340) 773-1440
Fax: (340) 773-1515

St. Croix

302 King Street
Frederiksted, St. Croix
USVI 00840
Tel: (340) 772-2312
Fax: (340) 772-9543

St. John

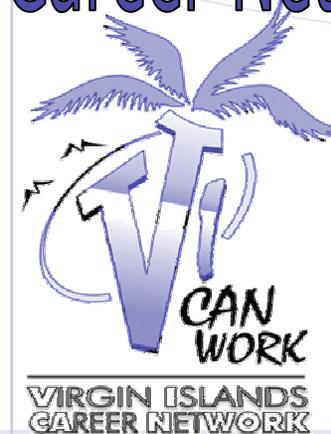
Representatives are
stationed every second
Thursday of each month
10:00 AM—2:00 PM

The Department of Labor is an equal opportunity employer with equal opportunity programs. Auxiliary aids and service are available upon request.

■ Voice: (800) 809-8477

■ TDD: (800) 444-8477

V. I. Career Network



Working Together:

We Connect Job Seekers with Employers

and Employers with Skilled Workers



Welcome to the V. I. Career Network Center

Your One Stop System of Workforce Services for Virgin Islands Residents

● V.I. Career Network Overview

The **V. I. Career Network System** is established to facilitate your workforce needs. We provide assistance to “**job seeker and employer**” customers by connecting them to an array of services and programs. If you are an individual looking for work, or an employer in need of skilled, qualified workers, the information outlined in this brochure will introduce you to our new “Network” of services.

Our **Customer Service Representatives** are available to assist you to find information on job openings and other services that are offered to V.I. residents. At our center, trained employment specialists will tell you about the wide range of services available to help you search for work. **And there's no charge!**

We provide direct assistance to **Job Seekers** and **Employer Business Customers** and can connect you to an array of other available services and programs which are designed to meet your needs. You may also request staff assistance for use of the following services: Fax Machines, Photocopiers and Personal Computers to conduct your job search and/or prepare your resume. There is no charge for use of any of these services because **our services are free.**

● Services To Job Seekers

V.I. Career Network System administers a host of services and programs designed to link Job Seekers with Employer businesses. Our Customer Service Representatives will conduct an assessment of your employment skills, education, training and interests, in order to assist you with identifying the appropriate employment opportunity. Our services are available to the Unemployed, Underemployed, Incumbent and/or first-time job seeker. Job Seekers may access our programs by registering at any office locations which are listed in this brochure. Registration and services are free for all U. S. Citizens and Legal U.S. Residents with a valid Social Security Number. The following documents are recommended verification documents:

- *Birth Certificate, Passport or Voters Registration Card*
- *Alien Resident Card*
- *State Issued ID with Social Security Number*
- *High School/Post High School Credentials*
- *Resume*
- *Certificate(s) of Completion for training accomplished*

We offer you several **Career Essential Workshops** to assist you in preparing for the job market. Whether you are re-entering the workforce after a layoff, or a first time job seeker, the following services are available to you.

- **We** help you develop a personal plan to organize and conduct a successful job search.
- **We** connect you with skill and educational training programs.
- **We** provide free employment and career advancement counseling.
- **We** provide you with information regarding additional support services and benefits; such as:
 - *Unemployment Benefits*
 - *Cash Assistance Programs*
 - *Vocational Rehabilitation*
 - *Workers Compensation*
 - *Child Care Services*

● Services To Employer Business

The **V. I. Career Network System** recognizes that our Employer Business customers are an integral component of our ‘workforce development process’. We consider you our most important partner, and are committed to improving our quality of services while working to provide your labor force needs. Accordingly, we have designed a package of services which are available to you at no charge. Through the **V. I. Career Network System**, we can provide the following:

- *Advertisement of Vacancies*
- *Recruitment, Assessment & Matching of Qualified Workers*
- *Skills & Aptitude Testing of Job Seekers*
- *Workforce Preparation Workshops for Job Seekers*
- *Labor Market Information*
- *Hosting of Job Fairs*
- *Use of Our Facilities for Mass Interviewing*
- *Ongoing Training for Your Employees*

To register your business with the DOL-VICAN system, you may visit our offices or call to request assistance from any of our **Customer Service Representatives**. A ‘Fast Fax Job Order’ registration form is available for your convenience when posting your vacancies. You may access this document at our website at:

www.vidol.gov/Units/Job_Service/Job_Service.htm