

EMPLOYMENT RESOURCES REFERRAL MANUAL



Original by: Kala'i Thompson (August 2011)

Revised by: Carlene Flores (August 2013)

Miki Uyeshiro (August 2014)

Current Revision By: Robert Godinet (August 2015)

Chaminade University of Honolulu

Editor: Ronnie Mulford, Ph.D.

Table of Contents

Job Search Resource Centers

Oahu One-Stop Centers	5
Workforce Investment Act.....	6
Neighbor Island One-Stop Centers	7

Job Training and Placement

Goodwill Industries of Hawaii - Employment Services	8-9
Goodwill Industries of Hawaii - Job Connections Office of Community Services.....	9-10
The Institute for Human Services - Hele 2 Work Program	10
Parents and Children Together (PACT) Economic Development Center	10-11

For Immigrants and Refugees

Maui Economic Opportunity, Inc. - Enlace Hispano	12
Pacific Gateway Center	12
We Are Oceania.....	13

For Individuals Involved with the Criminal Justice System

Community Assistance Center	14
Maui Economic Opportunity, Inc. - Being Empowered and Safe Together (BEST) Program	14-15

For Individuals with Disabilities

Abilities Unlimited	16
The Arc in Hawaii	16-17
The Arc of Hilo	17
The Arc of Kona	18

Arc of Maui County	18-19
Assistive Technology Resource Centers of Hawaii (ATRC)	19-20
Brantley Center, Inc.	20
Ka Lima o Maui	21
Lanakila Pacific	21
Network Enterprises, Inc.	22
Opportunities and Resources Inc. (ORI)	22
Steadfast Employment Program.....	23

For Native Hawaiians

Alu Like, Inc.	24
---------------------	----

For Senior Citizens

Honolulu Community Action Program - Senior Community Services Employment Program (SCSEP)	25
Maui Economic Opportunity, Inc. - Senior Community Services Employment Program	25

For Veterans and Military Families

Army Community Service - Family Employment Readiness Program	26
Marine Corps Community Services Hawaii- Family Member Employment Assistance Program	26
Military and Family Support Center (MFSC) - Family Employment Readiness Program (FERP)	27
Military and Family Support Center (MFSC) - Joint Employment Management System (JEMS)	27
Network Enterprises, Inc.	28
U.S. Vets Initiative	28

Youth Services

Community Assistance Center - Hui Ola Program	29
---	----

Family Programs Hawaii - eXcel Program	29
Goodwill Industries of Hawaii - Ola I Ka Hana	30
Hawaii Job Corps	31
Honolulu Community Action Program - Youth Services Employment Program	32

Miscellaneous

Dress for Success Honolulu	33
National Farmworkers Job Program	33

Employment Websites

Various websites to aid your job search	34
---	----

**** The listings in this community referral resource manual are for reference only, and are not intended to be an endorsement, nor offer or replace medical advice.**

Job Search Resource Centers

State of Hawaii Department of Labor & Industrial Relations Workforce Development Division One-Stop Centers

One-Stop Centers provide free services to job seekers and employers, including job search assistance, personal career planning services, training opportunities, HireNet Hawaii support and a library resource center.

Princess Ruth Ke'elikolani Building

830 Punchbowl Street, Room 112
Honolulu, HI 96813
Phone: (808) 586-8700

Dillingham Plaza

1505 Dillingham Boulevard, Room
110
Honolulu, HI 96817
Phone: (808) 768-5700

Waipahu Civic Center

94-275 Mokuola Street, Room 300
Waipahu, HI 96797
Phone: (808) 675-0010

Waianae Neighborhood Community Center

85-670 Farrington Highway, Room 6
Waianae, HI 96792
Phone: (808) 768-5800

Hau'ula Civic Center (limited service)

54-010 Kukuna Street
Hau'ula, HI 96717
Phone: (808) 293-2626

Website: <http://labor.hawaii.gov/wdd/contact/>

Service(s) Provided: Resource rooms provide access to computers, laser printers, copiers, fax machines, and telephones. Job seekers may do a self-help job search plan or have staff help with employment counseling, training, or other resource information. Employers have access to a wide pool of applicants for local or national exposure and can get labor market information data.

Service Area: Oahu

Eligibility: None

Target Population: Dislocated workers, people new to job market, looking for career change, people wanting to gain skills, and employers.

Fees: Free

State of Hawaii Department of Labor & Industrial Relations Workforce Development Division Workforce Investment Act (WIA)

Adult Program

The WIA Adult Program focuses on providing wide range of training opportunities to low-income earning adults.

Locations and Phone Numbers: Same as One-Stop Centers

Website: <http://labor.hawaii.gov/wdd/home/employers/wia/adult/>

Service(s) Provided: Participants gain access to a variety of services that will help them prepare for their job search and possible enrollment in training.

Service Area: Same as One-Stop Centers

Eligibility: 18years of age or older; U.S. citizen or non-U.S. citizen approved to work; Males must register for Military Selective Service.

Target Population: Individuals who receive public assistance and other low-income individuals.

Fees: Free

Dislocated Worker Program

Helps those who have been recently laid-off from their previous job.

Locations and Phone Numbers: Same as One-Stop Centers.

Website: <http://labor.hawaii.gov/wdd/home/employers/wia/dw/>

Services: Series of intensive career counseling and preparation services to get ready to reenter the job market. If job seeker is not able to find employment, they can access other programs that provide on-the-job training as well as upgrade their existing skills.

Service Area: Same as One-Stop Centers

Eligibility: Has been terminated or laid off, used all available unemployment insurance benefits and unlikely to return to the same job or industry; Laid off or received notification from employer; Formerly self-employed, but not unemployed due to deteriorating economic conditions in their community or due to natural disaster; Individual was a homemaker relying on another family member for income and are no longer supported by that income and is unemployed or underemployed.

Target Population: Recently laid-off or dislocated worker.

Fees: Free

Neighbor Island One-Stop Centers

State of Hawaii Department of Labor & Industrial Relations Workforce Development Division

Big Island Workplace Connection

Hilo One-Stop Center
1990 Kinoole Street, Suite 102
Hilo, HI 96720-5293
Phone: (808) 981-2860

Big Island Workplace Connection

Kailua-Kona One-Stop Center (limited services)
74-5565 Luhia Street, Building C Bay 4
Kailua-Kona, HI 96740-3124
Phone: (808) 327-4770

Maui One-Stop Career Resource Center

2064 Wells Street, Suite 108
Wailuku, HI 96793
Phone: (808) 984-2091
<http://www.co.maui.hi.us/index.aspx?NID=1116>

WorkWise Kaua'i

444 Rice Street, #302
Lihue, HI 96766
Phone: (808) 274-3059
<http://www.workwisekauai.com>

Hours of Operation: Monday - Friday
7:45 am - 4:30 pm

Service(s) Description(s): Resource rooms provide access to computers, laser printers, copiers, fax machines, and telephones. Job seekers may do a self-help job search plan or have staff help with employment counseling, training, or other resource information. Employers have access to wide pool of applicants and get labor market data.

Service Area: Big Island, Maui, Kauai

Eligibility: None

Target Population: Dislocated workers, new to job market, looking for career change, people wanting to gain new skills, and employers.

Fees: Free



Job Training and Placement

Goodwill Industries of Hawaii - Employment Services

Goodwill Industries of Hawaii, Inc. is a 501 (c)(3) non-profit corporation that helps people with employment barriers to reach their full potential and become self-sufficient. Since 1959, Goodwill has provided job placement, career development, education, training, employment, and support services for people throughout the state.

Oahu – Honolulu – Beretania

1085 S. Beretania Street, Suite 206
Honolulu, HI 96814

Program office for:

SEE Hawaii Work (Suite 204)

Phone: (808) 792-8551

Fax: (808) 792-8570

SEE Hawaii Work/First to Work –
East Oahu (Suite 200)

Phone: (808) 521-9675

First to Work – Vocational Rehabilitation (Suite 100)

Phone: (808) 737-2800

Big Island – Hilo - Kalanianaʻole

500 Kalanianaʻole Ave., Suite 3
Hilo, HI 96720

Program office for:

SEE Hawaii Work/First to Work – East Hawaii

Phone: (808) 961-3918

Fax: (808) 443-5833

Big Island – Kailua-Kona Career Center

74-5599 Luhia St., F-4
Kailua-Kona, HI 96740

Program office for:

SEE Hawaii Work

Phone: (808) 443-5854

First to Work – Vocational Rehabilitation

First to Work – West Hawaii

Phone: (808) 443-5850

Oahu - Kapolei

Ohana Career and Learning Center of Kapolei
2140 Lauwiliwili Street
Kapolei, HI 96707

Program office for:

SEE Hawaii Work/First to Work – West Oahu

Phone: (808) 792-8551

Fax: (808) 792-8570

Big Island – Hilo - Kanoelehua

200 Kanoelehua Ave
Hilo, HI 96720

Program office for:

First to Work – Vocational Rehabilitation (Suite 102)

Phone: (808) 933-9675

Maui – Kahului

250 Alamaha Street, Suite N16
Kahului, HI 96732

SEE Hawaii Work (SEE)/First to Work – Maui County

Phone: (808) 442-8913

Fax: (808) 422-8904

Kauai - Lihue

4334 Rice St., Suite 205
Lihue, HI 96766

Phone: (808) 482-3200

Fax: (808) 482-3178

Website: www.higoodwill.org

Hours of Operation: Monday – Friday: 7:45 am - 4:30 pm

Fees: Free

Service(s) Description(s): The SEE Hawaii Work Program is a State of Hawaii subsidized employment program that provides public assistance recipients in federally funded work programs rewarding on-the-job training opportunities, and assists Hawaii's employers with their employment needs.

Service Area: Oahu, Big Island, Maui, Kauai

Eligibility: Persons with barriers to employment.

Target Population: Persons with barriers to employment such as disabilities, welfare dependency, lack of work experience, job training and placement into community jobs.

Goodwill Industries of Hawaii - Job Connections Office of Community Services

Oahu

1085 S. Beretania Street, Suite 206
Honolulu, HI 96814
Phone: (808) 946-9675
Fax: (808) 951-1033

Hilo

200 Kanoelehua Avenue, Suite 102
Hilo, HI 96720
Phone: (808) 934-8118
Fax: (808) 935-5979

Maui

250 Alamaha Street, Suite N17
Kahului, HI 96732
Phone: (808) 871-4143
Fax: (808) 873-3974

Kaua'i

4334 Rice Street, Suite 205
Lihue, HI 96766
Phone: (808) 346-1402

Hours of operation:

Monday - Friday

7:30 am - 4:30 pm - Call for Job Readiness Schedule

Website: www.higoodwill.org

Service(s) Description(s): It can be difficult to support yourself and your family if you do not have the right training and employment resources. Job Connections Office of Community Services (OCS) can teach you skills and techniques that will give you an advantage in today's economy. Job Connections OCS will help identify the right job for you, interview well to get you that job, keep your job and become promotable, and acquire the tools and assistance to become self-sufficient.

Service Area: Oahu, Hilo, Maui, Kauai

Fees: Free

Eligibility: anyone 18 years or older who meets the income criteria, which is at or below 150% of the poverty guidelines. Participants must be capable of maintaining employment.

Target Population: Persons with barriers to employment.

The Institute for Human Services - Hele 2 Work Program

The Institute for Human Services, Inc., is a comprehensive social services agency working to prevent and end homelessness in Hawaii. The Hele 2 Work Program's mission is to cultivate job and life skills within you through community engagement, to enhance self-confidence by promoting the values of kuleana (responsibility), malama (take care) and alaka'i (leadership).

IHS Housing & Employment Service Center
916 Kaamahu Pl. Honolulu, HI 96817
(808) 447-2840
Email: hele2work@ihs-hawaii.org

Website: <http://www.ihshawaii.org/programs/employment/>

Hours of operation: Call for hours of operation.

Service(s) Description(s): We will assess your employment skills and interests then match you with appropriate trainings, programs, and community experiences through which, you will be able to apply your skills or learn new ones. We will work with you on finding a job that will get you back on your feet and on your way to having your own place. Once you find a job, we will show you how to keep it and how to communicate with your co-workers effectively.

Service Area: Oahu

Eligibility: Those who are currently or recently homeless and those are at risk for homelessness.

Target Population: Those who are homeless and are at risk for homelessness looking to get back in the work force or gain new employment skills.

Parents and Children Together (PACT) Economic Development Center

1485 Linapuni Street Suite# 109
Honolulu, Hawaii 96819
Phone: (808) 842-7093
Fax: (808) 843-1476
Email: edc@pacthawaii.org

Website: http://www.pacthawaii.org/eco_development.html

Hours of operation: Monday – Friday: 8:30 am - 4:30 pm

Services can be arranged outside of typical work hours to accommodate family needs.

Service(s) Description(s): Strengthen an individual's ability to secure and keep employment or to start and maintain a small business through services that include: personal vocational assessment, basic economic literacy, budget planning, resume development, job placement and follow up, small business training and start-up. The EDC also provides employment preparation, job placement, microenterprise, savings, and consumer education programs throughout the various communities of Oahu.

Service Area: Oahu

Eligibility: Generally, low to moderate income individuals reside on Oahu. (Other criteria may apply for specific projects).

Target Population: Individuals who are unemployed, underemployed, whose income is low to moderate, and/or are receiving public assistance.

Fees: Free



For Immigrants and Refugees

Maui Economic Opportunity, Inc. - Enlace Hispano

99 Mahalani Street
Wailuku, HI 96793
Phone: (808) 249-2993

Website: http://meoinc.charityfinders.org/ComServ_EH

Hours of operation: Monday – Friday: 7:45 am - 4:30 pm

Service(s) Description(s): Trained and experienced bi-lingual staff provides cultural sensitive integration services, translations, needs assessment, referrals, outreach, cultural community events, civic engagement, substance abuse education, and work force development to the Hispanic community.

Service Area: Maui, Molokai, Lanai
Target Population: Hispanic community
Fees: Free

Pacific Gateway Center (PGC)

The mission of Pacific Gateway Center is to help immigrants, refugees, and low-income residents of Hawai'i gain access to opportunities and services through the building of skills that lead to self-sufficiency. Inherent in our mission is a deep respect for the integrity of diverse cultures represented by our targeted population and the communities we serve.

732-C Umi Street
Honolulu, HI 96819
Phone: (808) 851-7010
Fax: (808) 851-7019

Website: <http://www.pacificgatewaycenter.org/job-training-creation--placement.html>

Hours of operation: Monday – Friday: 8:00 am – 4:00 pm

Service(s) Description(s): PGC's economic development plans and initiatives include programs that provide for job training, creation and placement. Their job creation and training placements include: Lemongrass Café, Culinary Kitchen Incubator, Bottling Facility, Retail Incubator, and Electric Cars.

Service Area: Oahu, Maui, Big Island, and Kauai

Eligibility: Those who are immigrants, refugees, and low-income.

Target Population: Immigrants, refugees, and low-income residents of Hawai'i.

Fees: Free

We Are Oceania (WAO)

We Are Oceania is a collaborative project aimed at centralizing the support system for all Micronesian communities, families, and individuals in Hawaii. The goal is to open a WAO One-Stop-Micronesian Center dedicated to the development, implementation, and management of initiatives aimed at addressing various Micronesian community needs. The mission of We Are Oceania is to develop a One Stop Center to advocate for, accompany, and develop the skills of Micronesians in Hawaii to become self-sufficient.

Located on the campus of St. Elizabeth Episcopal Church
720 North King Street
Honolulu, Hawaii 96817
Phone: (808) 754-7303
EFax: (808) 441-0133
Website: <http://www.weareoceania.org/>

Service(s) Description(s): To develop partnership with the UH Business Center or other business incubators to help COFA citizens in utilizing their expertise and traditional skills to develop business ventures.

Service Area: Oahu

Eligibility: Those who are immigrants, refugees, and low-income.

Target Population: Micronesian residents of Hawai'i.

Fees: Free



For Individuals Involved with the Criminal Justice System

The Community Assistance Center

The Community Assistance Center is a private, non-profit organization which works to make Hawai'i a safer place. We serve the community by teaching our clients who are offenders, offender's families, ex-offenders, and youth involved with the criminal justice system, a range of fundamental skills which help them become more self-reliant, crime free, and productive citizens

200 N. Vineyard Blvd., Suite 330
Honolulu, HI 96817
Phone: (808) 537-2917
Email: jha@hula.net
Website: <http://www.cachawaii.org>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Assists offenders, ex-offenders, and crime-prone adults. Expert counselors provide personal, family and vocational counseling, job placement assistance, housing assistance, and advocacy within the criminal justice system to those in need.

Service Area: Oahu

Eligibility: Must be offenders, ex-offenders, and crime-prone adults.

Target Population: Those who are or have been offenders.

Fees: Free

Maui Economic Opportunity, Inc. - Being Empowered and Safe Together (BEST) Reintegration Program

Maui Economic Opportunity's B.E.S.T. (Being Empowered and Safe Together) Reintegration Program provides support services and training to prepare inmates for their successful return to the community.

99 Mahalani Street
Wailuku, HI 96793
Phone: (808) 249-2970
Fax: (808) 249-2971

Email: BEST@meoinc.org
Website: <http://meoinc.charityfinders.org>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Provide supportive services so individuals do not return to incarceration and have a successful transition back into the community like: Employment assistance, job training assistances, housing placement assistances, mentor matching, cultural activities, and family reunification services are provided.

Service Area: Maui, Lanai, and Molokai

Eligibility: Adults (18+) presently incarcerated and convicted of class A, B, or C felony. Male inmates need to have served at least 1 year in prison and females need to have served at least 6 months in prison.

Target Population: Adults who are incarcerated and looking for a successful transition back into the community.

Fees: Free



For Individuals with Disabilities

Abilities Unlimited

Abilities Unlimited focuses on providing community-based support for individuals with disabilities. By providing direct service and macro-level advocacy efforts to the community, the organization serves as a catalyst for positive social change to build communities that welcome individuals with disabilities and empower these individuals to participate in dignified opportunities in all sectors of community life.

414 Kuwili Street, Suite 103

Honolulu, Hawaii 96817

Phone: (808) 532-2100

Fax: (808) 532-2108

Email: info@abilitiesunlimitedhi.org

Website: <http://www.abilitiesunlimitedhi.org>

Hours of operation: Call for more information on hours of operation and eligibility requirements

Service(s) Description(s): Assisting individuals with disabilities to realize their full potential by providing employment services in order to lead more productive and self-reliant lives.

Service Area: Oahu

The Arc in Hawaii

The Arc is a national, grassroots organization of and for people with intellectual and related developmental disabilities. The Arc in Hawaii is committed to helping Hawaii's people with intellectual disabilities secure the power to choose where and how they live, learn, work and play in the community.

Honolulu Branch

3989 Diamond Head Road

Honolulu, Hawaii 96816

Phone: (808) 737-7995

Fax: (808) 732-9531

Pearl City Branch

1174 Waimano Home Road

Pearl City, Hawaii 96782

Phone: (808) 456-8090

Fax: (808) 456-8105

Wahiawa Branch

149 Kuahiwi Street

Wahiawa, Hawaii 96786

Phone: (808) 622-1115

Fax: (808) 621-9194

Email: info@thearcinhawaii.org

Website: <http://www.thearcinhawaii.org>

Hours of operation: Monday - Friday: 7:30 am – 3:30 pm

Service(s) Description(s): Participants who wish to pursue competitive employment can access Employment Services. Participants receive help in the vocational assessment; benefits planning counseling; job skill development and maintenance; job development, placement and coaching; pre-vocational training; and employer advocacy and support.

Service Area: Oahu

Eligibility: Individuals with intellectual and related developmental disabilities and are eligible for Medicaid Waiver Services.

Target Population: Individuals with intellectual and related developmental disabilities looking for employment.

Fees: Medicaid Waiver. Eligibility requires are: Being found eligible for Medicaid through the Department of Human Services, MedQuest Division, Being found eligible for Case Management Services through the Department of Health, Developmental Disabilities Division, or being found eligible for Medicaid Waiver Services through the Department of Health, Developmental Disabilities Division.

The Arc of Hilo

The Arc of Hilo looks to improve the quality of life for those with developmental and/or other disabilities on the island of Hawaii Island.

1099 Waianuenue Avenue
Hilo, Hawaii 96720
Phone: (808) 935-8535
Fax: (808) 935-8534
Email: cka-ipo@hiloarc.org (Charmaine Ka-ipo)
Website: <http://www.hiloarc.org>

Hours of operation: Monday – Friday: 7:30 am - 4:30 pm

Service(s) Description(s): Vocational training occurs daily at various private, County, State, and Federal locations. Services include identifying the individual's interests and assessing the areas that need improvement through hands-on training and support for interviews and other job skills for employment. Basic training is offered in the areas of: commercial laundry, grounds keeping/yard services, hydroponic plant nursery, commercial janitorial services, basic clerical support, and basic merchandising/customer service.

Service Area: Big Island (Hilo)

Eligibility: Disabled. Employment trainings services are provided for any individuals referred by the Department of Vocational Rehabilitation, those qualified for Medicaid Waiver Services, LASR program, or wish to purchase training directly as an individual or agency.

Target Population: Individuals with developmental and/or other disabilities looking for competitive employment in the community.

Fees: See eligibility requirements or call for out of pocket costs.

The Arc of Kona

The Arc of Kona is a private nonprofit organization for persons with disabilities, their advocates and families. We believe that people with disabilities are as individual in their needs, abilities and gifts as any other cross section of society. The Arc of Kona is committed to helping persons with disabilities achieve the fullest possible independence and participation in our society according to their wishes.

Kealahou

81-1065 Konawaena School Road
Kealahou, Hawaii 96750
Phone: (808) 323-2626
Fax: (808) 323-9444
TDD (808) 323-2889

Honokaa

45-539 Plumeira Street, Room B
Honokaa, Hawaii 96727
Phone: (808) 775-1090

Website: <http://www.arcofkona.org/>

Hours of operation: Monday – Friday: 8:00 am - 3:00 pm (except holidays)

Service(s) Description(s): Provides career development and training through different types of programs:

- Job Placement and Retention (JPR) – assessment, preparing individuals for employment through teaching effective job searching skills and interviewing, and developing job opportunities.
- Supported Employment (SE) – serves the most severely disabled individuals to help them secure competitive employment in the community.
- Vocation Work Adjustment Services – Offers pre-vocational training and job skills.
- Arc of Kona Enterprises – Participants work on various crews and earn paychecks while refining their skills.

Service Area: Big Island (Kona)

Eligibility: Call for eligibility requirements and fees.

Target Population: Individuals with disabilities looking for employment.

Arc of Maui County

The ARC of Maui County promotes and protects the human rights of people with intellectual and developmental disabilities. We actively support programs and services that assure full inclusion and participation in the community throughout life.

95 Mahalani Street, Suite 17
Wailuku, Hawaii 96793
Phone: (808) 242-5781
Fax: (808) 244-4061

ARC of Maui County on Molokai
Meyer Building, Room 5
P.O. Box 429
Kaunakakai, Hawaii 96748
Phone: (808) 553-9090
Fax: (808) 553-9094

ARC of Maui County in Hana
P.O. Box 616
Hana, Hawaii 96713
Phone: (808) 242-5781
Fax: (808) 244-4061
Email: arcinfo@arcofmaui.org

ARC of Maui County on Lanai
95 Mahalani Street, Suite 17
Wailuku, Hawaii 96793
Phone: (808) 242-5781
Fax: (808) 244-4061

Website: <http://www.arcofmaui.org>

Hours of operation: Monday – Friday: 8:00 am - 5:00 pm

Service(s) Description(s):

-*Pre-Vocational*: This program is designed to teach basic skills in preparation for employment. Participants operate a snack cart at Cameron Center with staff support and make pinatas, handcrafted soap lei, aroma beads, and greetings cards.

-*Supported Employment*: The goal of this program is for the participant to obtain a paid job in the community. An ARC job coach assists the participant to find a job of their choice and provides the necessary training to do the job with or without assistance.

-*Micro-Enterprise*: The goal of this program is for the participant to own, operate and sustain his/her own business with support from others.

Service Area: Maui, Molokai, Lanai

Eligibility: Call for eligibility requirements and fees.

Target Population: Individuals with intellectual and/or developmental disabilities looking for employment to participate in the community.

Assistive Technology Resource Centers of Hawaii (ATRC)

ATRC is a nonprofit whose mission is to link people with technology and empower individuals through its use. ATRC is also the State of Hawaii's designated Assistive Technology Act agency. ATRC offers many services to the community. These programs are geared to the education of individuals with disabilities, friends and family members, professionals, institutions and anyone else interested in disabilities

200 North Vineyard Boulevard, Suite 430
Honolulu, Hawaii 96817
Phone: (808) 532-7110
Toll Free: 1-800-645-3007
Fax: (808) 532-7120
Email: atrc-info@atrc.org
Website: <http://www.atrc.org>

Hours of operation: Call for hours of operation and fees.

Service(s) Description(s): The program enables individuals with severe and most severe disabilities to achieve meaningful employment. ATRC staff provides individualized services, as necessary and appropriate, to clients referred by the Division of Vocational Rehabilitation (DVR). These services are consistent

with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and informed choice. ATRC has a full range of services from job matching, job placement and job coaching that is delivered by a qualified staff.

Service Area: Statewide

Eligibility: Individuals who are disabled or severely disabled.

Target Population: People with disability looking to find meaningful employment.

Brantley Center, Inc.

Brantley Center, Inc. is a non-profit Community Rehabilitation Program for people with disabilities and provide quality rehabilitation services that empower people with disabilities to participate independently in their community.

45-370 Ohelo St.

Honoka'a, HI 96727

Phone: (808) 775-7245

Fax: (808) 775-0211

Email: info@thebrantleycenter.org

Website: <http://thebrantleycenter.org>

Hours of operation: Monday – Friday: 7:00 am – 3:00 pm

Service(s) Description(s): The goal of this program is to provide a variety of services that develop and support the accomplishment of goals leading to meaningful competitive employment. Individualized Employment Plans are developed by each client that includes choosing their training goals and objectives, and services they would like to receive.

Service Area: Hamakua Coast, North and South Kohala areas on the Island of Hawaii

Eligibility: Individuals with disabilities

Fees: Free

Target Population: Developmentally disabled; mentally, physically, emotionally disabled adults looking for vocational rehabilitation.



© Can Stock Photo - csp10362468

Ka Lima o Maui

By helping adults with disabilities find meaningful employment, we lend a hand in building self-esteem and becoming contributing members of our community.

Cameron Center

95 Mahalani Street, Suite 19B, Wailuku, Hawaii 96793

Phone: (808) 244-5502

Fax: (808) 244-2077

Email: info@kalimaomaui.org

Website: <http://kalimaomaui.org>

Hours of operation: Call for hours of operation.

Service(s) Description(s): There are two main employment services offered:

-Grounds and Custodial Services: provides training and employment for adults with disabilities in commercial janitorial work, commercial landscape work, and shredded paper services.

-Job Placement Programs: Division of Vocational Rehabilitation offers various employment resources and training for disabled individuals. The Social Security Ticket to Work Program provides opportunities and choices for Social Security disability beneficiaries to obtain employment.

Service Area: Maui

Eligibility: Adults with disabilities **Fees: Free**

Target: Disabled individuals looking for vocational rehabilitation.

Lanakila Pacific

Lanakila Pacific is a non-profit organization that builds independence for thousands of people living challenged lives.

1809 Bachelot Street, Honolulu, Hawaii 96817

Phone: (808) 531-0555

Email: cr@lanakilapacific.org

Website: <https://www.lanakilapacific.org>

Hours of operation: Monday – Friday: 8:00 am - 4:30 pm

Service(s) Description(s): Lanakila Workforce Resources is a program designed to provide valuable training and work experience for adults with disabilities that would otherwise have difficulty securing a job. The program offers vocational services through a combination of pre-employment assessments, occupational skills training, practical work experience and job coaching; essential components in obtaining and maintaining competitive employment.

Service Area: Oahu **Fees: Free**

Eligibility: 18 years or older with a diagnosed physical, mental, or emotional disability that could prevent gainful employment.

Target Population: Adults with disabilities looking for employment opportunities.

Network Enterprises, Inc.

Network Enterprises, Inc. is a non-profit organization established in 1985 to provide vocational rehabilitation, job training, job placement and support services to persons in Hawaii with physical, social, economic and/or intellectual/cognitive challenges.

Employment Division

680 Iwilei Rd., Suite 205, Honolulu, Hawaii 96817

Telephone: (808) 521-774

Fax: (808) 521-2984

Email: mail@networkenterprises.org

Website: <http://www.networkenterprises.org>

Hours of operation: Call for hours of operation and fees.

Service(s) Description(s): Network Enterprises, Inc. offers a continuum of vocational rehabilitation services including outreach, assessment, orientation, intake, vocational evaluation, vocational counseling, skills training, job development, job placement, follow-up and support services.

Service Area: Oahu

Eligibility: Varies by program, please see website for specific details.

Target Population: Individuals with severe disabilities.

Opportunities and Resources Inc. (ORI) – Helemano Plantation

ORI (Opportunities and Resources Inc.) is a private-non-profit 501(c)(3) organization whose mission is to provide services and supports to people with intellectual or developmental disabilities so they can learn to work in "real jobs," strive to become self-sufficient and live a quality of life.

64-1510 Kamehameha Highway, Wahiawa, Hawaii 96786

Telephone: (808) 622-3929

Fax: (808) 621-8227

Email: helemano808@hawaii.rr.com

Website: <http://www.helemano.org/index.shtml>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Persons with special needs determine their own future by having the opportunity to learn new skills. ORI's programs offer age-appropriate education, daily living skills training, job skills and pre-employment training, counseling and support, self-enrichment classes, computer classes and activities that promote community integration and self-sufficiency.

Service Area: Oahu.

Eligibility: Verification of developmental disability/mental retardation, 18 years of age or older, and physically able to take care of personal needs.

Target Population: Adults with intellectual and/or developmental disabilities.

Fees: Varies, depending on program services. Government-funded as well as private fee-for-service accepted.

Steadfast Housing Development Corporation (SHDC) – Supported Employment Program (SEP)

SHDC is a non-private organization whose mission is to provide housing and employment opportunities to persons with mental disabilities in pursuit of recovery and life goals of their choosing. The goal of the Supported Employment Program is to provide employment opportunities and supported employment to people who have expressed the desire to work.

Honolulu Office:
888 Iwilei Road, Suite 250
Honolulu, Hawaii 96817

Phone: (808) 599-6273
Fax: (808) 748-8462

Maui Office:
1498 A Lower Main Street,
Unit B2
Wailuku, Hawaii 96793
Phone: (808) 244-0885
Fax: (808) 244-0990

Hilo Office:
99 Aupuni Street,
Suite 215
Hilo, Hawaii 96720
Phone: (808) 935-9600
Fax: (808) 935-9955

Email: SupportedEmployment@steadfast-hawaii.org

Website: <http://www.steadfast-hawaii.org/>

Hours of operation: Monday-Friday, 8:00 am – 5:00 pm

Service(s) Description(s): Assist people in locating and maintaining permanent employment to support their independence and sense of pride and accomplishment. A Supported Employment Specialist will work with person to match their skills with an employer's needs. SEP assists in resume writing, job searches, improving job and interview skills, on-the-job coaching, and ongoing support through periodic visits on and off the worksite.

Service Area: Oahu, Maui, Big Island

Fees: Free

Eligibility: Diagnosed with a mental disability; Stable; Suitable for employment.

Target Population: Adults with mental disabilities.



For Native Hawaiians

Alu Like, Inc.

Ho'omānea ' Ō iwi (Strengthening One's Foundation)

ALU LIKE, Inc. is a nonprofit organization for Native Hawaiians and has assisted in their efforts to achieve social and economic self-sufficiency for over 30 years.

Oahu

Hale O Nā Limahana
458 Keawe Street
Honolulu, Hawaii 96813
Phone: (808) 535-6570
Fax: (808) 524-1244

Hawaii

32 Kino'ole Street, #102
Hilo, Hawaii 96720
Phone: (808) 961-2625

Maui

1977 Ka'ohu Street
Wailuku, Hawaii 96793
Phone: (808) 242-9774

Moloka'i

Kūlana 'Ōiwi Multi-Cultural Center
Maunaloa Highway, Kalama'ula Bldg D.
P.O. Box 1859
Kaunakakai, Hawaii 96748
Phone: (808) 553-5393

Kaua'i

2970 Haleko Road, Suite 205
Līhu'e, Hawaii 96766
Phone: (808) 245-8545

Email: info@alulike.org

Website www.alulike.org

Hours of operation: Call of hours of operation.

Service(s) Description(s): Employment & Training Program, funded by the Workforce Investment Act (WIA), provides year round services to eligible adults 18 years or older and youth 14-21. They provide a wide range of services which includes: Job search and placement assistance; career planning system; job readiness training; on-the-job training; work experience; and career counseling. Youth services also include dropout prevention strategies, employment opportunities that are directly linked to academic and occupational learning, and outreach.

Eligibility: Native Hawaiian, American Indian, Alaska Native (unemployed, under-employed or low income), selective service verification as required, and veterans and eligible spouses of veterans. For youth, they need to be: 14-21 years old, low-income individual, and any one of the following: deficient in basic literacy skills, a school dropout, homeless, a runaway or a foster child, pregnant or a parenting teen, an offender/ex-offender, or an individual who requires additional assistance in completing education or holding employment.

Target Population: Native Hawaiians

Fees: Free

For Senior Citizens

Honolulu Community Action Program - Senior Community Services Employment Program (SCSEP)

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) organization, delivering need-based human services to the economically challenged on the island of Oahu since 1965.

33 South King Street, Suite 302, Honolulu, HI 96813
Phone: (808) 521-4531 Fax: (808) 521-4538
Email: hcp@hcpweb.org
Website: <http://www.hcapweb.org/scsep.html>

Hours of operation: Monday – Friday: 7:45 am - 4:30 pm

Service(s) Description(s): The primary functions of the SCSEP program are two-fold:

1. Provide meaningful part-time subsidized "hands-on" training to low-income seniors aged 55 and older.
2. Assist program participants into finding regular jobs in the community.

Service Area: Oahu

Eligibility: Seniors age 55+, a resident of Oahu, unemployed, must be at or below Federal Income Guidelines (125% Federal Poverty Guideline).

Target Population: Individuals 55 years of age and older who want to build up their savings for retirement.

Fees: Free

MAUI ECONOMIC OPPORTUNITY, INC. SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

99 Mahalani Street, Wailuku, HI 96793
Phone: (808) 249-2970
Website: http://meoinc.charityfinders.org/ComServ_SCEP

Hours of operation: Call for hours of operation.

Service(s) Description(s): SCSEP fosters and promotes part-time employment opportunities in community service activities for low income senior citizens who are fifty-five (55) years of age or older. We also assist older workers in transitioning to unsubsidized employment.

Service Area: Maui, Molokai, and Lanai

Eligibility: Unemployed individuals 55 years of age and older who are residents of Maui county. The gross income of the family in which the applicant is a member of the household shall not exceed 125% of the poverty levels established by the U. S. Department of Health and Human Services.

Target Population: Individuals 55 years of age and older.

Fees: Free

For Veterans and Military Families

Army Community Service - Family Employment Readiness Program

Schofield Barracks, Bldg 2091
Phone: (808) 655-4227
Fax: (808) 655-1654

Fort Shafter Aloha Center, Bldg 330, Room 111
Phone: (808) 438-4227
Fax: (808) 438-0942

SOS, Bldg 330, Room 104
Telephone: (808) 438-1955

Website: <http://www.himwr.com/work-a-career-centers>
Hours of operation: Monday - Friday: 7:30 am - 4:30 pm

Service(s) Description(s): The Employment Readiness Program primarily provides assistance to spouses in acquiring skills, networks, and resources that will allow them to participate in the workforce and to develop a career/work plan. Services offered include employment counseling, assistance in job search, and job skills training.

Service Area: Statewide

Eligibility: Open to active duty, reserve, retired personnel, family members, and relocating Department of Defense personnel.

Fees: Free

Marine Corps Community Services Hawaii- Family Member Employment Assistance Program

Career Resource Management Center (CRMC) at Marine & Family Programs
Kaneohe Bay, Building #219
Phone: (808) 257-7790

Website: <http://mccshawaii.com/fmeap/>
Hours of operation: Monday – Friday: 7:30 am - 4:30 pm

Service(s) Description(s): Services include: career/job/resume counseling, resume workshop, federal application workshop, interviewing basics workshop, and joint employment management system (JEMS).

Service Area: Statewide

Eligibility: Family members, retirees, reservists and transitioning active duty personnel seeking employment.

Fees: Free

Military and Family Support Center (MFSC) - Family Employment Readiness Program (FERP)

Military and Family Support Center (MFSC), Joint Base Pearl Harbor-Hickam

4827 Bougainville Drive, Honolulu HI, 96818

Phone: (808) 474-1999

Website:

http://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/ffr/support_services/counseling_and_assistance.html

Hours of operation: Call for hours of operation.

Service(s) Description(s): Provides assistance to family members that helps make career decisions and develop employment search skills through education, information, referrals, and assistance programs, giving family members the competitive edge to secure employment.

Service Area: Statewide

Eligibility: Open to active duty, reserve, retired personnel, family members, and Department of Defense employees

Fees: Free

Military and Family Support Center (MFSC) - Joint Employment Management System (JEMS)

4827 Bougainville Drive

Honolulu HI 96818

Phone: (808) 474-1999

Fax: (808) 474-1997

Email: PRLH-DLCNRJEMS@navy.mil

Website: <https://www.jemsjobs.com>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Offers a quality resource tool to improve family income and satisfaction through increased opportunities for employment. JEMS provides this support by being an advocate for job seekers from the military community and serves as a central point of contact for businesses to reach these job seekers. JEMS produces an on-line job bank for jobs in Hawaii and sponsors an annual job fair.

Service Area: Statewide

Eligibility: all members of the military community with a military identification card are eligible for service. This includes: active duty personnel, retirees, reservists, Hawaii National Guard, and their family members with a military identification card. Only DoD civilian employees who are being subjected to a reduction in force (RIF) are eligible.

Fees: Free

Network Enterprises, Inc.

Employment Division
680 Iwilei Rd., Suite 205
Honolulu, Hawaii 96817
Telephone: (808) 521-7774
Fax: (808) 521-2984

Email: mail@networkenterprises.org

Website: <http://www.networkenterprises.org>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Services are provided for homeless veterans through a grant awarded by the Federal Department of Labor.

Service Area: Oahu

Eligibility: All homeless veterans provided they do not have a dishonorable discharge.

Target Population: Homeless veterans

Fees: Free

U.S. Vets Initiative

Our goal is to help unemployed veterans find meaningful work that allows them to become self-sufficient members of civilian society. Our job assistance program is designed to assist all veterans in obtaining and maintaining employment by addressing a variety of obstacles they face, including a lack of job and life skills, and mental health and substance abuse issues.

Barbers Point at Kalaeloa

P.O. Box 75329
Kapolei, Hawaii 96707
Phone: (808) 330-5566

Waianae Civic Center

85-638 Farrington Highway
Waianae, Hawaii 95762
Phone (808) 696-6770

Website: <http://www.usvetsinc.org>

Service(s) Description(s): Internet access, email and software to help them create resumes and learn new job skills at career centers. Veterans enrolled in the job assistance program also receive voicemail and email accounts and access to fax machines, telephones and a copy center. Career counselors provide guidance in the development of job seeking-skills and employment goals. They assess a veteran's skill sets, work experience, education and interests in order to help translate those skills to the civilian workforce.

Service Area: Statewide

Eligibility: Unemployed veterans.

Youth Services

Community Assistance Center - Hui Ola Program

200 N. Vineyard Blvd., Suite 330
Honolulu, HI 96817
Phone: (808) 537-2917
Email: jha@hula.net
Website: <http://www.cachawaii.org>

Hours of operation: Call for hours of operation.

Service(s) Description(s): Helps select juveniles from the Hawaii Youth Correctional Facility develop new skills so that they can function more successfully in the community when they are discharged. By improving their social skills the Hui Ola Program gives clients new options and creates opportunities for them. This residential program gives clients the opportunity to complete educational goals, obtain vocational training or secure employment.

Service Area: Statewide

Eligibility: Selected juveniles from the Hawaii Youth Correctional Facility.

Target Population: Incarcerated youth

Fees: Free

Family Programs Hawaii - eXcel Program

Family Programs Hawai'i provides services to prevent children from entering foster care; support children and families involved in the foster care system; and assist youth transitioning out of care.

250 Vineyard Street
Honolulu, HI 96813-2445
Phone: (808) 521-9531

Website: www.familyprogramshawaii.org

Hours of operation: Call for hours of operation and fees.

Service(s) Description(s): This new program targets foster youth interested in attending college or vocational training. eXcel initially concentrates on career and interest exploration, establishing goals, and learning basic independent skills.

Service Area: Oahu

Eligibility: Current and former foster youth on O'ahu considering higher education.

Goodwill Industries of Hawaii – Ola I Ka Hana

Goodwill Industries of Hawaii, Inc. is a 501 (c)(3) non-profit corporation that helps people with employment barriers to reach their full potential and become self-sufficient. Since 1959, Goodwill has provided job placement, career development, education, training, employment, and support services for people throughout the state.

2140 Lauwiliwili St.
Kapolei, HI 96707
Phone: (808) 792-8591
Fax: (808) 792-8592

Operating Hours: Monday - Thursday 9:00 am- 1:00 pm

1075 Young Street
Honolulu, HI 96814
Phone: (808) 836-0313 ext 1134
Fax: (808) 792-8583
Operating Hours: Monday - Thursday 8:30 am -7:00 pm
Friday 8:30 am - 1:30 pm

500 Kalanianaʻole Avenue, Suite 3
Hilo, HI 96720
Phone: (808) 443-5865
Fax: (808) 443-5831
Operating Hours: Monday - Friday 7:30 am -4:30 pm

74-5599 Luhia Street, F-4
Luhia Center II
Kailua-Kona, HI 96740
Phone: (808) 443-5852
Fax: (808) 443-5853
Operating Hours: Monday - Thursday 7:30 am -4:30 pm

Website: www.higoodwill.org

Service(s) Description(s): Individuals will work with their staff to create a plan to improve their education, work, and personal development. They will also work on resume development, job searching and interviewing, job applications and career interests, and tips to dress for success.

Eligibility: At-risk youth under the age of 21 from low-income families and is experiencing difficulties in high school.

Fees: Free

Hawaii Job Corps

At Hawaii Job Corps Center, we support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further education.

Hawaii Job Corps Center
41-467 Hihimanu Street
Waimanalo, HI 96795
Phone: (808) 259-6001
Fax: (808) 259-7907
Website: <http://hawaii.jobcorps.gov>

Maui Job Corps Center
500 Ike Drive
Makawao, Hawaii 96768
Phone: (808) 579-8450
Fax: (808) 579-9498
Website: <http://maui.jobcorps.gov>

Hours of operation: Program: 24 hours a day, 7 days a week
Administration: Monday – Friday: 7:45 am - 4:30 pm

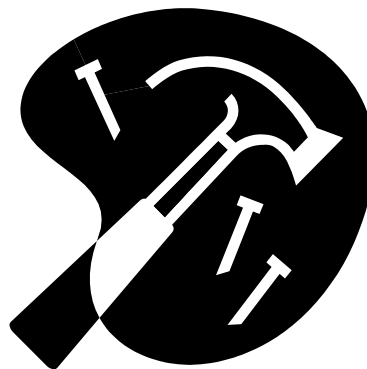
Service(s) Description(s): Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training.

Service Area: Statewide and the Pacific Basin

Eligibility: Current and former foster youth considering higher education

Target Population: Youth seeking career training

Fees: Free



Honolulu Community Action Program – Youth Services Employment Program

HCAP Youth Services

729E Emily Street
Honolulu, HI 96813
Phone: (808) 591-1766
Fax: (808) 591-1768

Website: <http://www.hcapweb.org/youth-services/>

Hours of operation: Call for hours of operation

Service(s) Description(s): This program provides job training and placement for out-of-school and in-school youth, 16 to 21 years of age. It also offers competency-based readiness skills prior to employment. The program also provides leadership skills training, occupational training, cultural awareness, and on-going individual and group counseling. Using program resources, students are able to explore various employment options before and after receiving their high school diplomas.

Service Area: Oahu

Eligibility: Individuals between 16 – 21 years of age who fall in the “lower living Standard Income Level” and is one or more of the following: Deficient in basic literacy skills; homeless, runaway, or foster child; pregnant or parenting youth; an offender; an individual who requires additional assistance to complete an education program or to secure and hold employment.

Fees: Free

State of Hawaii Workforce Development Division Workforce Investment Act (WIA) Youth Program

Focuses on primarily providing education, training, and employment opportunities for youth between the ages of 14-21.

Website: <http://labor.hawaii.gov/wdd/home/employers/wia/youth/>

Hours of operation: Same as One-Stop Centers

Service(s) Description: Tutoring, occupational training, basic skills preparation, internships, job shadowing, and other services.

Service Area: Oahu

Eligibility: Between the ages of 14-21 AND must fall within one of the following categories: deficient in basic literacy skills, school dropout; homeless; pregnant or a parent; offender; runaway; foster child; males over 18 must also register for the Military Selective Service.

Miscellaneous

Dress for Success Honolulu

YWCA of Honolulu

1040 Richards Street, Honolulu, HI 96813

Phone: (808) 695-2603

Fax: (808) 545-2832

Email: honolulu@dressforsuccess.org

Website: <http://www.dressforsuccess.org/honolulu>

Hours of Operation: Call for hours of operation and fees.

Service(s) Description(s): The mission of Dress for Success is to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.

Service Area: Oahu

Eligibility: By referral only. Women must have an interview scheduled before receiving clothing. Clients come from a continually expanding and diverse group of non-profit and government agencies including homeless shelters, immigration services, job training programs, educational institutions and domestic violence shelters, among many other organizations.

Target Population: Women

NATIONAL FARM WORKERS JOB PROGRAM (NFJP)

Maui Economic Opportunity, Inc.

99 Mahalani Street, Wailuku, HI 96793

Phone: (808) 249-2970

Toll Free: 1-877-795-4354

Fax: (808) 249-2971

Website: http://meoinc.charityfinders.org/ComServ_FARM

Hours of operation: Call for hours of operation.

Service(s) Description(s): NFJP is a job training and employment assistance program for farmworkers and their families that offers increased education, job training, and support services.

Service Area: Statewide

Eligibility: Generally, low-income persons who have worked on a farm/ranch within the last 2 years and their dependents. There are also various eligibility requirements.

Target Population: Low-income farmworkers and their families.

Fees: Free

Employment Websites

Various websites to aid your job search

Career Builder	http://www.careerbuilder.com
City and County of Honolulu Jobs	http://agency.governmentjobs.com/honolulu
Department of Education Jobs	http://www.hawaiipublicschools.org
Federal Jobs	https://www.usajobs.gov
Hawaii Green Jobs Initiative	https://greenjobshawaii.hirenethawaii.com
Hawaii Job Engine	http://www.hawaiijobengine.com
Hawaii Jobs on Demand	http://www.hawaiijobsondemand.com
Hawaii State Judiciary Jobs	http://www.courts.state.hi.us
HireNet Hawaii	http://www.hirenethawaii.com
Indeed	http://www.indeed.com
Job Bank USA	http://www.jobbankusa.com
JobLinkNow	http://www.hawaiinewsnow.com/category/89074/joblinknow
Monster	http://www.monster.com
Real Jobs	http://kitv.realjobshawaii.com
Simply Hired	http://www.simplyhired.com
State Jobs	http://agency.governmentjobs.com/hawaii