



**To begin the process to access one on one career counseling services please:**

Contact the closest center to request to speak to a Career Counselor *(please let us know you were referred by the local Housing Authority)*

**Cambridge 617-661-7867**

**Woburn 781-932-5500**

**Chelsea 617-844-4333**

You may also email for all three centers:

[jobsearchhelp@mhmncc.com](mailto:jobsearchhelp@mhmncc.com)

**Please allow 3 – 6 weeks for training funding to be approved from the time you**

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network

## Want a Job? Want a Career?

You might be eligible if you are receiving TAFDC/EAEDC or SNAP, are experiencing homelessness or are otherwise considered low income. If you are eligible you may receive one on one Career Counseling services. This includes job search preparation – resume, interviewing, online job search, LinkedIn profile and more – and possibly funding for training if needed to secure employment.

### What to expect:

- You will have a one on one phone meeting with a Career Counselor who will review the process with you, explain what documents are needed and provide an initial assessment.
- Once your documents are received, they will be reviewed.
- If you are eligible for program services, you will be assigned to a Career Counselor. The Career Counselor will schedule an appointment with you to talk about your skills, abilities, work experience, educational background and labor market information *(what jobs are available/salaries)*. They will create an Employment Plan with you.
- In order to apply for training funding the following must apply:
  - You are eligible for the program that will fund the training
  - You live or work or worked in our region *(does not apply to Veterans or eligible spouses)*
  - Based on this assessment and review of the labor market you cannot become reemployed at a self-sufficient wage without further training
  - Labor market shows growth for the occupation in which you will receive training
  - You possess all other job requirements that are not provided in the training you will receive
  - You have researched eligible training providers and compared programs
  - There are no other funding sources that can pay for the training such as Pell grants
  - You will work with your Career Counselor on an employment plan, training proposal document and maintain contact for services throughout attending training and through reemployment – all customers accessing training funds will have a Career Counselor who will provide individualized services

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• 100 TradeCenter, Suite G-100 • Woburn, MA 01801 • 781.932.5500 • 4 Gerrish Ave. • Chelsea, MA 02150 • 617.844.4333

[www.masshiremncareers.com](http://www.masshiremncareers.com)

“Veterans and their eligible spouses receive priority of service. MassHire Metro North Career Center is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.”