



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@mhmnc.com

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

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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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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.”