

Community Action Organization of Erie County, Inc.

70 Harvard Place, Buffalo, NY 14209



S.T.E.P.S. Employment and Training Division

www.caoec.org

## LOOKING FOR EMPLOYEES?

Who are we?...

We are the Community Action Organization of Erie County, Inc. and our mission is to address the most pressing and immediate needs of our customers. With our economy struggling, one of the most pressing needs for our customers is gainful employment. As the economy makes strides toward recovery, we also understand the need for employers to identify high quality employees with minimal strain on their valuable resources...time and money.

How do we serve our community?...

The CAO S.T.E.P.S. Employment and Training Division is an Employment Agency Initiative (EAI) designed to help individuals make a successful transition from unemployment to employment. Our goal is to accelerate the unemployed person's return to work through direct employment assistance – benefiting the worker and reducing outreach and placement costs to the business community. To help accomplish this, we've developed and implemented a job matching system that meets the individual needs of both the employee and employer. Our services include customized career counseling, extensive job readiness training and direct job placement.

How can we help your business?...

Our **FREE** services to employers save the business community time and money. We partner with area business owners to identify their specific employment needs, develop and implement a customized marketing campaign to promote employment opportunities, perform a thorough skill analysis before pre-screening all applicants and refer the most qualified candidates to the employer for final review / placement. All of our services are at no cost to the employer and we only ask in return that the employer place some of the candidates we refer to them for employment. This collaboration meets the employers needs and the needs of the community while promoting businesses in diverse communities throughout Erie county.

**CONTACT US TODAY!**

The CAO S.T.E.P.S. Employment and Training Division is constantly looking for new opportunities to partner with business owners in Erie County. If you own a business or are responsible for hiring within Erie County and would like to partner with us contact:

Carnell Jones

Job Developer, Employment and Training Division  
carnelljones@caoec.org or 716.881.5150 ext: 4411

## LOOKING FOR A JOB?

The CAO S.T.E.P.S. Employment and Training Division provides **FREE** assistance to job seekers.

**Our services include:**

- Job Readiness Training
- Job Skills Assessment
- Career Exploration
- Resume Assistance
- Interview preparation
- Direct Job Placement
- Individual Case Management
- Referrals
- Job Search Training
- Employer Workshops

**Areas of Employment include:**

- Call Center
- Construction
- Customer Service
- Environmental Services
- Food Service
- General Labor
- Head Start / Early Head Start
- Health Care
- Hospitality
- Human Services
- Management
- Production

**LET THE CAO HELP!**

Charles Williams

Case Worker, Employment and Training Division  
cwilliams@caoec.org or 716.881.5150 ext: 4305