

## CAREER CENTER

### What is the Career Center?

The Career Center looks to your future with excitement and hope. We have developed partnerships with many community organizations and private sector businesses, addressing the unemployment needs for individuals in the community. We assist individuals with finding long term/sustainable employment by helping them plan their career path and working with the employer to ensure everyone is satisfied.

### What kind of services does the Career Center provides?

The Career Center provides a continuum of specialized services, including:

« **CAREER PLANNING:** Employment Specialists help clients in preparation for their job search, including resume creation, application assistance, interview skills training, basic computer skills training, and much more!

« **PRE-PLACEMENT EMPLOYMENT TRAINING:** In-house employability trainings teach interviewing skills, share community resources, and assist with public transportation. These trainings also include networking techniques, how to complete a job application, how to handle work conflicts, punctuality and attendance, and dressing for success.

« **JOB DEVELOPMENT & PLACEMENT:** Employment Specialists assist clients in choosing, obtaining, and maintaining permanent employment. Our team markets client's skill sets and qualifications to employers in the community, secure interviews, and assist with follow-up contact.

« **EXTENDED SERVICES:** Extended Services Specialists follow up with clients for up to one year after successful case closure to ensure continued success in vocational goals.

« **JOB COACHING:** Job Coaches support and assist newly employed individuals by working closely with them at their worksite, assessing client progress, and making suggestions to improve performance.

« **ON THE JOB TRAINING (OJT):** This program offers a unique opportunity for individuals (ages 16 years and older) to earn while learning and get a head start in obtaining employment or in career development. OJT pays \$10.00 per hour for most standard entry level jobs.

« **SELF ADVOCACY TRAINING:** A 20-hour course intended to guide students in learning how to advocate for themselves, arrange valuable supports, analyze their skills, and ensure their needs are met both on their worksite, as well as outside of work.

« **EMPLOYMENT SKILLS TRAINING CLASSES AND COMPUTER LAB:** Employability skills training classes to help students learn specific skills that are often required for employment, such as computer skills. The computer lab is available for clients to perform job searches, take compliance training, and create or update resumes.

### Can the Career Center help individuals with disabilities?

Yes, the Career Center assist individuals with disabilities find long term/sustainable employment and work with employers to accommodate those individuals, ensuring both the employee and employers are satisfied. We all work together to make a difference!

Our Career Center is a provider to the Florida Department of Education, Division of Vocational Rehabilitation. You must be referred by Vocational Rehabilitation in order to participate in our program. Call us at 813.238.8557 x800 to learn more about the referral process.

### How to contact us?

Tampa Crossroads – Career Center  
5109 North Nebraska Avenue, Tampa, FL 33603  
Office: 813.238.8557 x800 | [www.TampaCrossroads.com](http://www.TampaCrossroads.com)  
Hours: Monday-Friday, 8 AM – 5 PM

### ABOUT TAMPA CROSSROADS

The Career Center is CARF Accredited in Job Development and Employment Supports and believes that meaningful employment is an important part of a fulfilling life. Everyone is capable of achieving employment that matches their skills, readiness, and preference, and our welcoming staff are standing by to help people find their perfect job match.