

## Welcome to your WorkBC Centre

We would like to introduce you to WorkBC Employment Services and provide you with a brief description of the services we offer here at the WorkBC Centre. In this package, you will find information about the program and valuable resources.



### Centre locations

There are three WorkBC Centres in the Prince George catchment to serve you, please visit each Centre's website for hours of operation.

#### Prince George WorkBC Centre

#103- 1600 15th Avenue  
Prince George, BC V2L 3X3  
Parkwood Place Shopping Centre  
(236) 601-9111  
1-833-835-1710

[workbccentre-princegeorge.ca](http://workbccentre-princegeorge.ca)

Services available in French and English

#### Mackenzie WorkBC Centre

540 Mackenzie Blvd.  
Mackenzie, BC V0J 2C0  
(250) 997-7208  
[workbccentre-mackenzie.ca](http://workbccentre-mackenzie.ca)

#### Valemount WorkBC Centre

99 Gorse Street  
Valemount, BC V0E 2Z0  
(250)566-9107  
1-844-324-2004  
[workbccentre-valemount.ca](http://workbccentre-valemount.ca)

Our team is dedicated to helping you reach your employment goals.

Please contact us with any questions or to book an appointment to meet with one of our team members.

## Eligibility for case-managed services

WorkBC Employment Services are available to all unemployed and precariously employed British Columbians who currently seek employment and who are legally eligible to work in B.C. The program offers a wide range of services that support job seekers in finding and maintaining employment and in improving employment readiness.

Eligibility for specific services is dependent on several factors:

- you are not currently working; *or*
- you are working fewer than 20 hours per week; *and*
- you are actively seeking full-time employment, *or*
- you are unable to work a full-time schedule because of a disability and are seeking to work more hours; *or*
- you are working in unstable or unsustainable employment (including self-employment), including:  
irregular hours of work (such as casual labour or on-call work); *and/or*
- unreliable remuneration (such as piece-work or commission); *and*
- earnings that cannot support you or your family; *or*
- you are working, but your total employment (including self-employment) income is below the low income threshold; *or*
- you are working in an industry that is likely to be replaced by automation in the near future; *or*
- you are working in a occupation that is clearly lower than your skills or qualifications with no imminent prospect of advancement; *or*
- you could have just cause for leaving your current employment; *or*
- you are in receipt of a notice of imminent layoff; *or*
- you must leave your current occupation for a medical reason; *or*
- you are at significant risk of losing your employment as a result of a disability

For youth to access WorkBC, you must:

- be between the ages of 16 and 30;
- be of legal school leaving age;
- have left or completed secondary or post-secondary schooling or are a student with disabilities or are or were in the care of the Ministry of Children and Family Development (MCFD) and/or Delegated Aboriginal Agencies (DAAs) and are in your final year of high school or post-secondary education;
- not planning to return to secondary or post-secondary schooling; and
- be transitioning to the workforce.

Other eligibility criteria may apply, please visit us to learn more about how we can assist you.



## Case-managed services, referrals and assistance

Some of the supports you will receive include:

- employment-focused workshops (remote access is available)
- job search advice and support, resume development and interview skills practice
- career counselling career decision making and career assessments (including disability-related employment needs)
- wage subsidies (must meet program specific eligibility criteria to participate)
- skills enhancement training (must meet program specific eligibility criteria to participate)
- self-employment (must meet program specific eligibility criteria to participate)
- financial needs assessments for potential expenses related to job search, job start, participation in centre activity and/or eligibility for training
- specialized services for people with disabilities and people with multiple barriers to accessing employment, including customized employment, job development, work experiences, job shadowing, assistance obtaining assistive devices necessary for employment and self-employment
- employment-targeted assessments to assist in supportive, realistic, reasonable employment/ community attachment
- job sustainment services to assist you in maintaining employment



At your WorkBC Centre, you will enjoy access to:

- local and regional job postings
- and online job board
- computer terminals with Internet access for job search and career exploration
- computer terminals for cover letter and resume writing, including templates for guidance
- computer terminals with assistive technology available to assist people with hearing and visual disabilities
- ability-enabled computers
- telephone access for job search
- access to business machines, including photocopiers, fax machines and scanners for job search activities
- labour market information (paper copies and computers with preloaded hyperlinks)
- workshops on various employment topics (please visit or call us for a complete list of currently available workshops)
- information on community resources, training and government-sponsored programs and financial aid
- preliminary needs assessments to help determine next steps for your successful job search



## Do you want to meet with an employment counsellor?

If you are unemployed or underemployed, you may need some additional support.

If you answer yes to any of the following questions, give us a call to book an intake appointment.

1. Are you thinking about retraining options?
2. Are you thinking about starting your own business?
3. Are you unable to continue with your current career/employment path due to disability or injury?
4. Are you interested in learning new skills through financial support to an employer during training?
5. Are you interested in taking free workshops to boost your self-confidence, to get help with a relevant resume or for guidance with your career path?

## Let us know how we can help. We would love to work with you.

Drop by a centre or call us for more information.

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