

## WorkReady Partners



**Central/Western Maine Workforce  
Investment Board\*\***

**Mid-Maine Chamber of Commerce\*\***

**Lawrence Adult Education**

**Mid-Maine Regional Adult Community  
Education**

**RSU #54 Adult & Community Education**

**Somerset Economic Development Corp.**

**United Way of Mid-Maine\*\***

**Waterville Public Library**

**Local Businesses/Agencies**

**\*\*Provides funding**

**Other Funding for  
Employment Services/ WorkReady**

**DHHS Community Service  
Block Grant**

**Laura J. Niles Foundation**



Department of Health  
and Human Services  
Maine People Living  
Safe, Healthy and Productive Lives

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner



## Employment Services

Dana Hamilton  
Employment Services Coordinator  
Kennebec Valley Community Action Program  
97 Water Street  
Waterville, ME 04901  
Phone: 207-859-1584  
or 1-800-542-8227 ext 1584  
Fax: 207-873-0158  
E-mail: [dannah@kvcap.org](mailto:dannah@kvcap.org)

Kennebec/Somerset Transition Team  
**Community Resource Guide for Job Seekers**  
[http://www.kvcap.org/image\\_upload/  
KenSomTransitionGuide2013.pdf](http://www.kvcap.org/image_upload/KenSomTransitionGuide2013.pdf)

**[www.KVCAP.org](http://www.KVCAP.org)**

***Employment  
Services***

**859-1584**

Looking for employment  
but not sure where to start?  
We can help!



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## ***Employment Support Services***

One-on-one support to unemployed, under-employed and displaced workers, including provision of information, education, and referrals, depending on individual needs and interests.



## ***Job Fairs***



- Information on upcoming Job Fairs including mini-fairs at the Waterville Public Library
- Preparation for Job Fairs - Learn to make a great impression!



**WorkReady** is an extensive 80-hour training program designed to teach employability and basic computer skills to trainees hoping to move forward with a career. Local adult education programs collaborate with key partners, including KVCAP, to offer this program. For more information contact your local adult education program or KVCAP.

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## ***We can help with:***

- Resumes/cover letters
- Online applications
- Job interview skills
- Setting up an email account
- Creating an Employment Plan
- Overcoming barriers to employment



## ***The Ken-Som Transition Team***

- Serves as a provider of information, resources and support to people who have been laid off from work.
- Works closely with Maine Department of Labor's Rapid Response Team to provide informational workshops and other resources based upon the needs of the workers.
- Maintains an updated Community Resource Guide for Job Seekers.
- Assists in the coordination of area job fairs.
- Updates members about job lay-offs in the service area as well as other events, trends and activities that affect job seekers and their families.

## ***Contact Us***

Waterville - Office visits available on Monday, and Wednesday - Friday at the KVCAP Waterville office located at 97 Water Street - call Dana Hamilton to schedule an appointment.

Office visits are also available on Tuesdays at the Waterville Public Library located at 73 Elm Street. Call 680-2603 to schedule an appointment.

Other locations - The Employment Services Coordinator is available to provide workshops and one-on-one support in other locations throughout Northern Kennebec and Somerset Counties, by prior arrangement.

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