



A Publication of the

Office of Employment Equity for Persons with Disabilities • Public Service Secretariat

West Block • Confederation Building • P.O. Box 8700 • St. John's, NL • A1B 4J6

Telephone: 709-729-5881 • Fax: 709-729-5446 • TTY: 709-729-5441 • Toll Free: 1-800-950-4414

Email: [openingdoors@gov.nl.ca](mailto:openingdoors@gov.nl.ca) • Web Site: <http://www.exec.gov.nl.ca/openingdoors>

Fall 2008

Volume 27



## OFFICE UPDATE

### Staff Changes

We would like to welcome Ms. Denise Hann-Hicks to complete our dynamic team as our new Job Development Specialist. Denise brings with her knowledge and experience in the field of Community Development and Human Resources. Her strengths are assisting individuals with resourceful information and tools that will enable them to be better self motivated individuals. Her role as Job Development Specialist will be to provide job development, intake and outreach services to the clients of the Office of Employment Equity for Persons with Disabilities. Denise can be reached at 709-729-2296, TTY 709-729-5441, Toll Free 1-800-950-5441 or via email at [denisehannhicks@gov.nl.ca](mailto:denisehannhicks@gov.nl.ca).

Ms. Charmaine Flynn has moved into the Career Development Counsellor position with the Office. She will provide specialized career development, case management, and support services to our clients and support human resource personnel and managers on issues related to the employment of persons with disabilities. Charmaine will also be involved in outreach and networking with community partners. Charmaine can be reached at 709-729-6435, TTY 709-729-5441, Toll Free 1-800-950-5441 or via email at [charmaineflynn@gov.nl.ca](mailto:charmaineflynn@gov.nl.ca).

### Funding Renewal

We have secured another year of funding from Service Canada to September 2009 to support our Targeted Wage Subsidy (TWS) Initiative.

In the most recent provincial budget, we received additional funding for the Opening Doors Program to create new permanent positions within the provincial

Public Service. We are currently in the planning stages of how to move forward with the proposal

process for departments. Once we receive all proposals for possible positions, we will decide which positions will be created and the competition process will move forward. We will consider things like the region of the province, skill set, etc. We hope to start moving forward with filling these positions in the Fall of 2008.

We have commenced creating and filling new positions through the provincial Agencies, Boards, Commissions and Crown Corporations (ABCC's). This program is our most recent initiative and came about as a result of funding we received in last year's provincial budget through the Poverty Reduction Strategy.

We will keep you in mind for positions arising through new or existing Opening Doors positions, the Targeted Wage Subsidy positions and the Agencies, Boards and Commissions and Crown Corporations opportunities. Remember to keep us updated!



---

**To climb steep hills requires a slow pace at first.**

**-- Shakespeare**

---

### HOW TO KEEP YOUR JOB

- ☺ Show up and be on time
- ☺ Have a positive attitude
- ☺ Set work goals every day
- ☺ Be open to learning new things
- ☺ Ask for help when you need it
- ☺ Get along with your co-workers
- ☺ Arrive clean and tidy – look your best!
- ☺ Follow directions
- ☺ Produce good quality work
- ☺ Accept criticism
- ☺ Learn ways to cope with stress
- ☺ Be assertive
- ☺ Have fun
- ☺ Show initiative
- ☺ Know what is expected of you on the job and do it.

## *THE IMPORTANCE OF VOLUNTEERING*



People underestimate the importance of volunteering. Volunteering is an opportunity to develop new skills, expand your future career plans, and help others. It's also a way to make you feel great! The best rewards in life are adding a contribution to the world, because you want to. A pay check doesn't always have to be the end result for being productive in an environment that you have worked in. For those with little practical experience in their chosen field, volunteer work can help increase your knowledge, skills and abilities. This can be a great outlet for your natural talents or maybe even a road-test for your new career, or simply an effective way to network. Getting yourself 'out-there' is to your advantage.

*View the world from a different perspective*

*Opportunity to use your skills*

*Learning experience*

*Understanding new work environments*

*Networking and marketing yourself*

*Team work*

*Explore career options*

*Enjoy helping others*

*Resume building*

For those who are seeking employment opportunities, why not:

- volunteer in the interim
- gain skills and knowledge that may help you get paid work
- develop qualities useful in all workplaces: punctuality, dependability, the ability to work on a team, and the ability to handle pressure.

Who doesn't need:

- practice in decision making, problem solving and leadership
- hands-on learning experiences that give you the opportunity to apply your academic knowledge
- to gain practical experience and qualifications to enhance your resume.

A section stating your volunteer work history will genuinely impress employers and managers ... and why wouldn't they be! Gaining practical knowledge about organizations and how they work on a day-to-day basis helps you discover the realities of the work world. Marketing your best assets will be easier after filling out job application forms and going to interviews in the volunteer world. This is your chance to discover whether or not you're really suited to a particular line of work.

### ***Tips for finding out where to volunteer:***

- Contact non-profit organizations in your area
- Seek volunteer opportunities with companies in your field
- Join student clubs and obtain memberships in societies, professional associations and clubs related to your discipline
- Subscribe to publications related to your discipline, e.g., newsletters, magazines etc.
- Obtain email lists of professionals in your discipline
- Attend seminars and conferences put on by professional organizations related to your field
- Attend career fairs and other public forums.

You can't lose ... so WHY NOT!

**Contact our staff for a list of volunteer resources!**

■ ■ ■ ■ ■ ■ ■ ■ ■ ■



## ***TIPS TO GET THE MOST OUT OF JOB FAIRS***

- ✓ Bring many copies of your resume to submit to employers.
- ✓ Come prepared - do your homework. Before the fair, if available, review the list of employers. If you spend a little time getting some background on an organization, then you can ask very focused and specific questions. This impresses representatives because it shows a genuine interest in them.
- ✓ Dress appropriately. First impressions are important. You will probably be most comfortable if you at least dress in "business casual." You should dress as if you were going for a job interview. This is very important as it shows professionalism.



- ✓ Allow yourself adequate time. Come as early as possible. Typically, fairs are less crowded in early hours and are busiest during the lunch hour and at the end. Fairs close promptly at publicized ending times to accommodate employers' travel arrangements.



- ✓ Get your bearings. When you arrive, take a few minutes to review the map and directory for the fair. You may feel more comfortable if you quickly locate and walk by the employers in whom you're most interested. This will confirm their location and alert you to any crowds or lines of other job seekers waiting.

- ✓ Prioritize the employers you're most interested in. If your schedule allows, you may find it easiest to start with the employers in which you're the least interested. This will allow you to hone your approach and to be most confident when you approach the employers you're especially excited about. Assume that you will need to wait to speak with some employers.

- ✓ Be flexible. No single employer representative is knowledgeable about all positions available, especially in a large organization. Some reps attending fairs are there to share their experiences working at the organization and may not be involved in the hiring process. If the rep at the fair does not know specifically about jobs/internships of interest to you, ask for the name of someone who can help you.

- ✓ Introduce yourself. Extend your hand, say "hello" and state your name. Have your resume ready to give to the employer.

- ✓ Take notes when you inquire about next steps and the possibility of talking with additional managers. The representative at the fair may not be able to answer all of your questions or know specifics about your job interests. Write down the names, telephone numbers, etc. of other staff in the organization whom you can contact later. Note specific employer information sessions and projected hiring dates that will affect you. You will not be able to take advantage of this information if you don't record it.



- ✓ Ask the representative for his/her card, and then promptly send a thank-you note. Having the business card of the representative you have just spoken with serves three purposes. First, you have a direct contact with the organization,

including the proper spelling of their name, direct telephone line, email, etc. Second, a brief thank-you note acknowledges the help they gave you and the time they took to attend the job fair. Third, sending thank-you notes is a good professional habit.

- ✓ Respect employers' sample items. Some employers bring large quantities of print materials or "give-aways" clearly intended for participants to take. Other employers bring a few copies of print materials, sample products, etc. as displays at their tables. Always check with employers before taking materials from their tables and don't take materials still packed in boxes. Some employers come to multiple days of fairs and plan to have enough materials for all days.

- ✓ Be courteous! Demonstrate sensitivity to other participants waiting to speak with employers by keeping your questions brief and offering to continue your conversation at a later time. Enjoy the fair and your interaction with the employers. Let your positive attitude show!



Source: YMCA-YWCA of Northeast Avalon  
 Employment and Enterprise Services  
 401 Empire Avenue – 757-2665  
 Suite W100 120 Torbay Road – 754-2982  
[www.ynortheastavalon.com](http://www.ynortheastavalon.com)



## CLIENT SUCCESS STORY!!



By: Corey Clarke

After completing high school and while involved in the Horizons Program with the Easter Seals Society, I was lucky to come across the Office of Employment Equity for Persons with Disabilities (OEEPD). I went into the Office to register and had an orientation with them. At that time, I was encouraged to complete a post-secondary education program as it would open up more opportunities for jobs. Also, having my resume on file with them was beneficial in accessing other services provided by the Office. Over the next few years, I worked odd jobs here and there; some were with my passion for computers and others were in areas that developed other skills for me.

With assistance from Service Canada, I entered the 18-month Information Specialist Program with CompuCollege School of Business. During my time there, I realized that this line of work seemed to be dominated by able-bodied technicians and I would

have to step it up a notch as I have Spina Bifida. I wanted to show that I was worthy to work in this field. I had to find a workterm placement and I was lucky enough to obtain a placement with the Department of Education, located in the West Block of the Confederation Building. I came to really see the true side of the IT field within government and the high-paced workload of this large organization. I proved myself to my co-workers and my supervisors. I had the knowledge and they made me feel like a big part of the team. They never gave me tasks that they thought I could do, but ended up giving me tasks to do that were relevant to my training and knowledge.

Before starting my workterm, my school suggested I contact the OEEPD and request assistance with my job search. Needless to say, that was fairly easy to do as I had an active file there. Prior to finishing my workterm, I was contacted by the OEEPD about two job opportunities that were suited to my training and experience. I jumped at the opportunity and went for the interviews. I was actually offered both positions - one with the Dept. of Finance's Help Desk division, and the other with the NL Liquor Corporation's IT division. I accepted the Infrastructure Support



Technician contractual position with the NLC as the work was more suited to my education and skill set. Now, after all this, here I sit at the NLC, proud to be a part of the family here. I'm as busy as I can be, but that's the way I like it. This is Corey Clarke, Infrastructure Support Technician, signing off!

*If you are interested in telling us your success story or know someone with a story to tell, we would love to hear it. Contact us!*



## **FEATURED COMMUNITY SUPPORT**

### **STELLA BURRY COMMUNITY SERVICES (SBCS)**

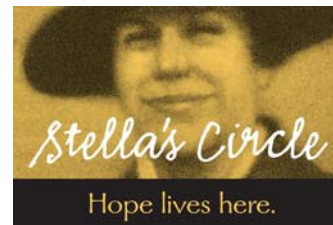
Stella Burry Community Services (SBCS) employment programs empower participants through education, peer support, training and work experience to discover talents and create opportunities for work that is both meaningful and sustainable. These programs help people with a variety of pervasive and persistent barriers who fall along a continuum of employment readiness to find employment. The continuum of programming is reflected in everything from casual, early employment experience with "Stella's Pride" and

"Can Do" Employment Central to structured, occupation-specific training for the food service industry at the Hungry Heart Café, SBCS' social enterprise.

Our programs have been successful in assisting people with limited work experience to re-enter the workforce. Staff provide individualized assessment, career planning, and support to people through their transition to school or work. SBCS delivers an ABE Level I literacy program, New Beginnings ABE. This program is intended to improve participants' literacy and numeracy skills for future work or further education opportunities.

SBCS also offers pre-employment groups. HOPEworks is a 12-week group offering guidance and support to adults who have experienced long periods of unemployment and are wishing to re-enter the workforce. New Beginnings is an employment and training program providing opportunities for adults to develop skills and overcome obstacles that prevent them from securing employment. In the second phase of this program, participants complete work placements that reflect their career goals and skills to obtain practical work experience and opportunities to meet the qualifications for industry relevant certificates. This may include SBCS Food Services Training or the Trades Helper program in preparation for industries with strong labour markets, such as food services/restaurants, hospitality, and the construction/renovation industries.

For additional information on any of these programs, go to [www.stellaburry.ca](http://www.stellaburry.ca) or call 738-8392 or 579-1181. Referrals are accepted year round and many programs have multiple and/or continuous intake.



**Feature your Programs and Services!**  
Submit your programs and services to be featured in future newsletters via email to [openingdoors@gov.nl.ca](mailto:openingdoors@gov.nl.ca).

If there is anything you would like to see in future issues of the *Career Lens* or on our website, please let us know.  
**Next Issue Winter 2009**

ALTERNATE FORMAT  
AVAILABLE UPON REQUEST