

# RESOURCE GUIDE FOR JOB SEEKERS

County of Summit, Ohio  
Russell M. Pry, Executive

## JOB SEARCH TIPS

For more help, visit:

**The Job Center**  
1040 East Tallmadge Avenue  
Akron, Ohio 44310  
(330) 633-1050

### Before you start your job search:

- ◆ Establish your job goal; decide on one or two occupations you want to pursue.
- ◆ Find a job counselor (*see back*) to help you make a resume, practice interviewing and help you find jobs.
- ◆ Plan transportation and child care.
- ◆ Know the hours and pay you will need.
- ◆ Have your documents ready:
  - Driver's License or state ID
  - Social Security card
  - Work Authorization if not yet a US citizen
- ◆ Build networks of help and support. Tell family and friends that you need a job.
- ◆ Consider part-time jobs temporarily.

### A job search is hard work!

- ◆ Start looking for work right away.
- ◆ Get organized. Keep good records and follow up on every job application. Don't just wait for a phone call.
- ◆ Apply to many jobs, not only those from ads.
- ◆ Consider what jobs you can do. A new job can be a chance to try using old skills in new ways.
- ◆ Join job-search clubs. You're not alone!
- ◆ Stay physically active, hopeful.

### Consider including on job applications or resumes:

- ◆ Past jobs, schools, classes and training, computer skills.
- ◆ Some unpaid work may show skills important to a job. If so, list hobbies, volunteering, other activities or computer skills, even those learned at home.
- ◆ Awards and involvement in your neighborhood, place of worship, school or PTA that show your skills.

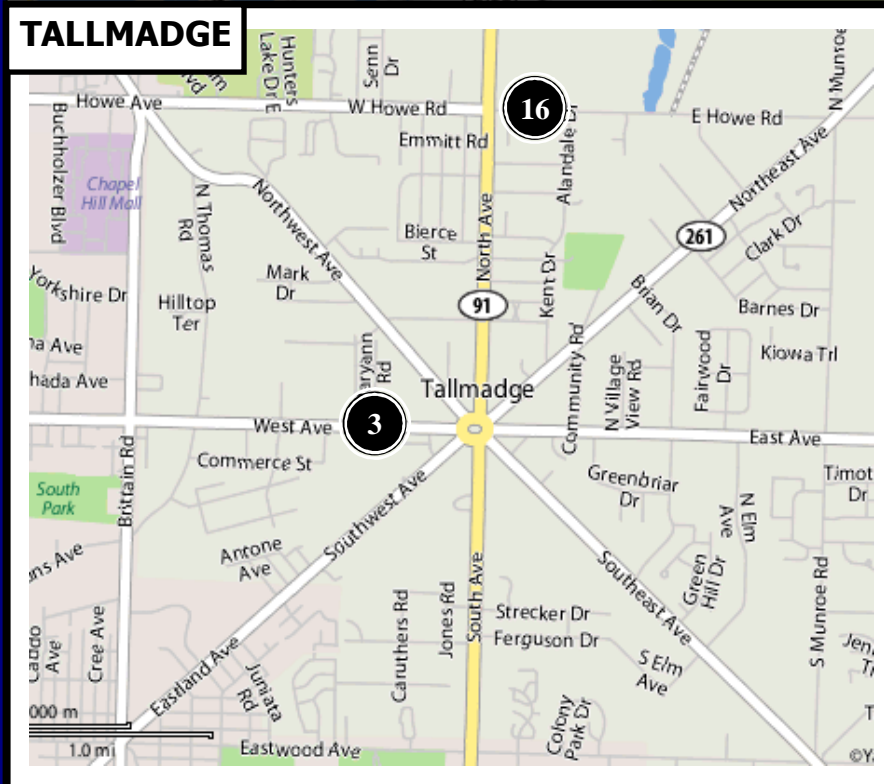
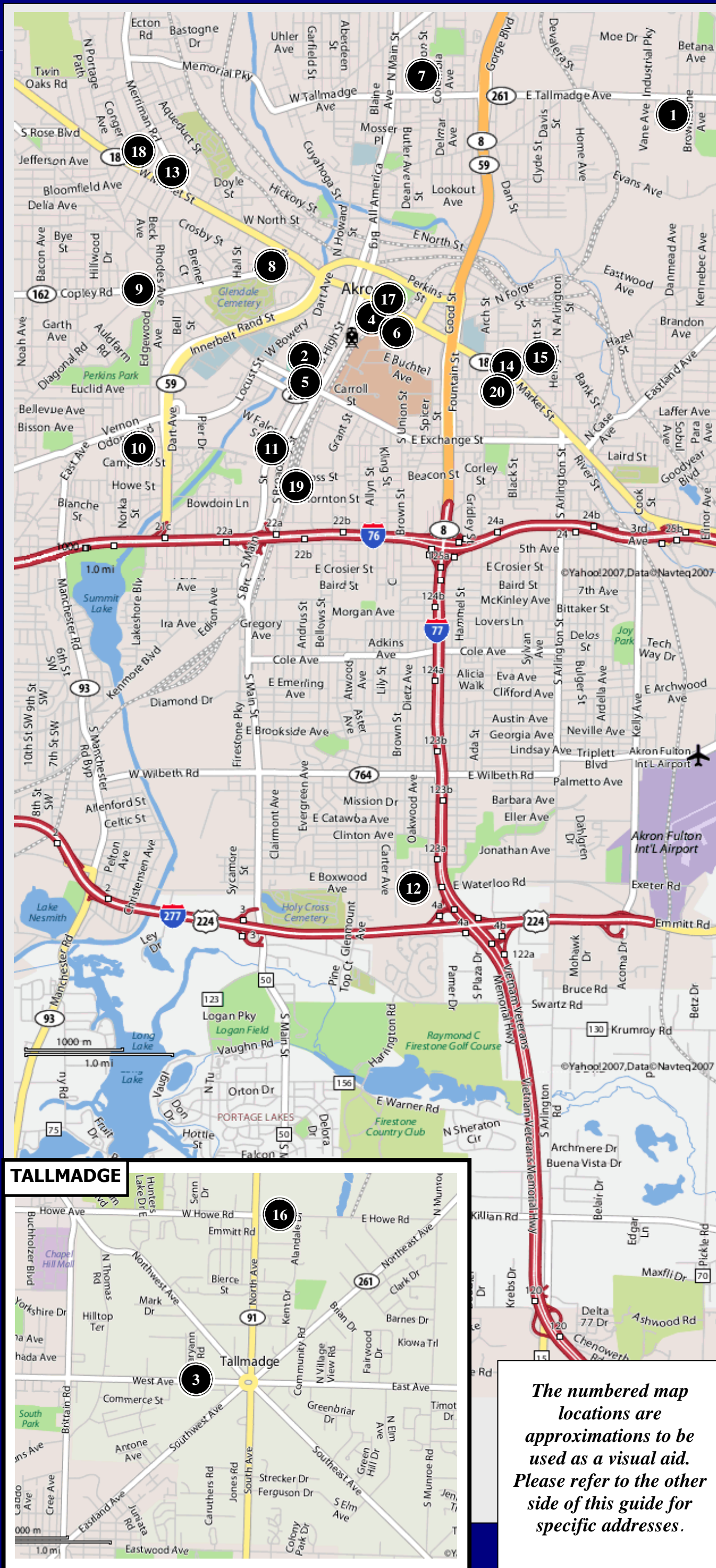
### See the other side of this guide for specialized help available to:

- ◆ Entrepreneurs
- ◆ Ex-offenders
- ◆ Foreign-born workers
- ◆ Homeless workers
- ◆ Workers with disabilities
- ◆ Migrant farm workers
- ◆ Native Americans
- ◆ Older workers
- ◆ Veterans
- ◆ Youth



Summit 2010: A Quality of Life Project

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*The numbered map locations are approximations to be used as a visual aid. Please refer to the other side of this guide for specific addresses.*

# Job Seeker Resources in Summit County

## General Services

	Site Name	Address	Map	Bus Line	Phone Number/ Web Site	Hours (Please call to confirm)
<b>All Job Seekers</b>	Summit County One Stop (The Job Center)	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 <a href="http://www.thejobcenter.biz">www.thejobcenter.biz</a>	M – W – F 8:30am – 4:30pm T – TH 8:30am – 7:00pm
	Goodwill Employment Resource Center	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 <a href="http://www.goodwillakron.org">www.goodwillakron.org</a>	M – F 8:30am – 4:30pm
	Summit County Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 <a href="http://ohioworkforce411.gov">http://ohioworkforce411.gov</a>	M – F 8:30am – 4:30pm
	Ohio Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 633-1050 <a href="http://www.ifs.ohio.gov">www.ifs.ohio.gov</a>	M – F 8:30am – 4:30pm
	Akron Urban League and Community Service Center	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 434-3101 <a href="http://www.akronurbanleague.org">www.akronurbanleague.org</a>	M – F 9:00am-5:00pm

## Specialized Services

\*\*\*Certain eligibility requirements may apply\*\*\*

<b>Entrepreneurs</b>	Akron Global Business Accelerator	526 South Main St. Akron, Ohio 44311	11	8, 18, 24, 111	(330) 375-2173 <a href="http://www.ci.akron.oh.us/ajil/">www.ci.akron.oh.us/ajil/</a>	M – F 8:00am – 4:30pm
	SCORE (Service Corps of Retired Executives)	1 Cascade Plaza, 18 <sup>th</sup> Floor Akron, Ohio 44308	2	1, 6, 7, 10, 12, 17, 24, 34, 102, 110	(330) 379-3163 <a href="http://www.akronscore.org">www.akronscore.org</a>	M – TH 9:00am – 2:00pm
<b>Ex-Offenders</b>	Akron Urban League and Community Service Center	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 434-3101 <a href="http://www.akronurbanleague.org">www.akronurbanleague.org</a>	M – F 9:00am-5:00pm
	Akron-Urban Minority Alcoholism Drug Abuse Outreach Program (UMADAOP)	665 West Market Street Akron, Ohio 44304	13	1	(330) 379-3467 <a href="http://www.akronumadaop.com">www.akronumadaop.com</a>	M – F 9:00am – 5:00pm
	Bondage Breakers	680 East Market Street, Suite 305 Akron, Ohio 44305	14	5, 6, 30	(330) 376-6245 <a href="http://www.bondagebreakersinc.org">www.bondagebreakersinc.org</a>	Monday and Wednesday <b>PLEASE CALL FIRST</b>
	Ohio Department of Job and Family Services	1040 E. Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 630-3061 <a href="http://www.ifs.ohio.gov">www.ifs.ohio.gov</a>	M – F 8:30am – 4:30pm
	Oriana House – Moving Towards Employment	885 East Buchtel Avenue Akron, Ohio 44305	15	19	(330) 535-8116 <a href="http://www.orianahouse.org">www.orianahouse.org</a>	M – TH 8:00am -6:00 pm <b>PLEASE CALL FIRST</b>
<b>Foreign-Born Workers</b>	Asian Services in Action (ASIA)	730 Carroll Street Akron, Ohio 44304	20	5, 6	(330) 535-3263 <a href="http://www.asiainc-ohio.org">www.asiainc-ohio.org</a>	M – F 9:00am – 5:30pm
	International Institute	207 East Tallmadge Avenue Akron, Ohio 44310	7	34, 7, 12, 33	(330) 376-5106, ext. 20 <a href="http://www.iiakron.org">www.iiakron.org</a>	M – F 8:30am - 4:30pm and W 6:00pm – 9:00pm
<b>Homeless Workers</b>	ACCESS, Inc.	230 West Market Street Akron, Ohio 44303	8	1, 28	(330) 376-0997 <a href="http://www.access-shelter.org">www.access-shelter.org</a> Shelter Crisis Line (330) 535-2999	24 hours/day, 7 days/week
	Battered Women's Shelter of Summit and Medina County	759 West Market Street Akron, Ohio 44303	18	1	(330) 374-0740 <a href="http://www.scmcbws.org">www.scmcbws.org</a> 24-Hour Hotline (330) 374-1111	M – F 8:30am – 4:30pm 24 hours/day, 7 days/week
	Community Support Services	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	(330) 762-4663 <a href="http://www.cssbh.org">www.cssbh.org</a>	M – F 8:30am – 5:00pm
	Harvest Home (Women and children)	24 N. Prospect St. Akron, Ohio 44309	17	5, 6	(330) 434-1149 <a href="http://www.havenofrest.org">www.havenofrest.org</a>	M – F 8:30am – 5:00pm Shelter open 24 hours/day, 7 days/week
	Haven of Rest (Men)	175 East Market Street Akron, Ohio 44308	6	5, 6	(330) 535-1563 <a href="http://www.havenofrest.org">www.havenofrest.org</a>	M – F 8:00am – 4:30pm Shelter open 24 hours/day, 7 days/week
<b>Individuals with Disabilities</b>	Community Support Services (Employment Services)	640 Wolf Ledges Parkway Akron, Ohio 44311	19	13	(330) 253-9675 <a href="http://www.cssbh.org">www.cssbh.org</a>	M – F 8:30am – 5:00pm
	County of Summit Board of MRDD	89 East Howe Road Tallmadge, Ohio 44278	16	7, 59	(330) 634-8000 <a href="http://summitmrdd.org">http://summitmrdd.org</a>	M – F 8:00am – 4:00pm
	Goodwill Industries of Akron	570 East Waterloo Road Akron, Ohio 44319	12	13, 17	(330) 724-6995 <a href="http://www.goodwillakron.org">www.goodwillakron.org</a>	M – F 8:00am – 4:45pm
	Ohio Rehabilitation Services Commission – Bureau of Vocational Rehabilitation (BVR) and Bureau of Services for the Visually Impaired (BSVI)	161 South High Street, Suite 103 Akron, Ohio 44308	5	19	(330) 643-3080 <a href="http://www.rsc.ohio.gov">www.rsc.ohio.gov</a>	M – F 8:00am – 4:45pm
<b>Migrant Farm Workers</b>	Rural Opportunities, Inc.	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(800) 947-4740 <a href="http://www.ruralinc.org">www.ruralinc.org</a>	M – F 8:00am – 5:00pm <b>BY APPOINTMENT</b>
<b>Native Americans</b>	North American Indian Culture Center (NAICC)	111 West Avenue Tallmadge, Ohio 44278	3	7, 59	(330) 724-1280 <a href="http://www.members.aol.com/NAICC2/NAICC.html">www.members.aol.com/NAICC2/NAICC.html</a>	M – F 9:00am - 4:00pm <b>BY APPOINTMENT</b>
<b>Older Workers</b>	Mature Services – Senior Employment Center	415 South Portage Path Akron, Ohio 44320	9	1, 4	(330) 762-8666, ext. 135 <a href="http://www.matureservices.org">www.matureservices.org</a>	M – F 8:30am – 5:00pm
<b>Veterans</b>	Ohio Department of Job and Family Services	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 630-3059 <a href="http://www.odjfs.state.oh.us/veterans/index.asp">http://www.odjfs.state.oh.us/veterans/index.asp</a>	M – F 8:30am – 4:30pm
<b>Youth</b>	Akron Urban League "School's In" GED program	440 Vernon Odom Boulevard Akron, Ohio 44307	10	9	(330) 434-3101 <a href="http://www.akronurbanleague.org">www.akronurbanleague.org</a>	M – F 9:00am -5:00pm
	Ohio Rehabilitation Services Commission (BVR and BSVI)	161 South High Street, Suite 103 Akron, Ohio 44308	5	19	(330) 643-3080 <a href="http://www.rsc.ohio.gov">www.rsc.ohio.gov</a>	M – F 8:00am – 4:45pm
	Job Corps	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	330-630-4623 <a href="http://jobcorps.dol.gov">http://jobcorps.dol.gov</a>	M – F 8:30am – 4:30pm
	Next Step Services (Tri County JOG)	1040 East Tallmadge Avenue Akron, Ohio 44310	1	12	(330) 630-4640 <a href="http://www.jobstop.org">www.jobstop.org</a>	M – W – F 8:30am – 4:00pm T – TH 8:30am – 6:30pm
	Youth Employment for Success (YES) (Must meet income criteria)	140 East Market Street Akron, Ohio 44308	4	5, 6	(330) 643-8014 <a href="http://www.co.summit.oh.us/executive/yes.htm">www.co.summit.oh.us/executive/yes.htm</a>	M – F 7:30am – 5:00pm <b>WAITING LIST</b>

**Call INFO LINE 24 hours a day / 7 days a week  
for information about additional services including education and training  
Dial 211 or (330) 376-6660  
[www.211summit.org](http://www.211summit.org)**