



**LOCATIONS:**

- AIRPORT
- CARROLLTON
- COVINGTON
- FALMOUTH
- FLORENCE

What is the One Stop?

Different services and resources under one roof to help you find jobs and training!

One Stop Partners

Northern Ky. Area Dev. District

Brighton Center, Inc.

Dept. of Community Based Services

Gateway Community and Technical College

Northern Ky. Community Action Commission

Office of the Blind

Office of Training and Re-Employment

Office of Vocational Rehabilitation

An Equal Opportunity Employer

M/F/D

The One Stop Partners do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment activities, or the provision of services. This information will be made available in an accessible format upon request.

\* Auxiliary aids and services are available upon request to individuals with disabilities.

Printed with Federal Funds

**Career S.T.E.P.S.  
Segue to Employment Programs/  
School**

Career Steps, made available through Workforce Investment Act funds, is a program designed for the client between the ages of 16 through 21. It is specifically designed to cater to the young employee that is still searching for the perfect career match. Many of our clients have a minimal amount of job experience and are in need of basic skills that will entice employers to give them a chance to prove themselves. Career Steps is a program that can help the One Stop client to reach a variety of career goals.

The Career Steps Career Counselor will guide the young job applicant through the process of searching and applying for employment. The first steps are exploring the many career options that are available in our local job market. We even offer services that will allow the client to build a professional resume and prepare for an interview.

All eligible clients will be encouraged to take advantage of the many workshops offered within the One Stop. These workshops are designed to enhance employment skills and increase the available employment options.

For Workforce Investment Act eligible clients, vocational training may be available that will enhance the skills that employers are seeking. Short-term certificate training can be accomplished in as few as 6 weeks and will increase the number of jobs available to the client.

To explore the options available, call **859-980-1960** in Florence for **Pat Aubuchon** or **859-980-1962** in Covington for **Julie Mueller**.

WIA  
CAREER  
STEPS  
Ages 16-21



**Newport:**  
**Julie Mueller**  
**(859) 980-1962**  
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**Florence:**  
**Patrick Aubuchon**  
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## Careers S.T.E.P.S

### Segue To Employment Programs/Schools

#### Career Clusters

##### **Health/Medical**

- \* Medical Assistance
- \* Surgical Technology
- \* Registered Nurse

##### **Information Technology**

- \* Accounting and Automated Skills
- \* Computer Information Technology
- \* Web design Specialist

##### **Manufacturing**

- \* Electrical Tech.
- \* Manufacturing operations certificate
- \* Integrated Manufacturing Skills Certificate

##### **Transportation**

- \* Aircraft Dispatcher
- \* CDL
- \* Custom Motor Carrier Driver

##### **Service Industries**

- \* Auto Body Tech
- \* Cosmetology
- \* Culinary Arts

The above career options are subject to change based on availability.

## Services

- ◆ Post-Secondary Education and Short Term Training Information, Assistance and Referrals
- ◆ Financial and Support Services for WIA eligible clients
- ◆ Guidance into high demand occupations
- ◆ Career Testing, Planning and Exploration
- ◆ Employment Assistance  
Hundreds of jobs listed daily
- ◆ Workshops:  
Resumes  
Job Applications  
Interviewing Skills  
Employability Skills

Serving Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, & Pendleton Counties

## ELIGIBILITY

### *Who can register for WIA services?*

Under the Workforce Investment Act (WIA), individuals ages **16-21** who meet WIA eligibility requirements.

The Workforce Investment Act is a federally funded program intended to assist WIA eligible youth in obtaining and retaining employment through workshops, individual counseling and training.

**\* Training is not a guaranteed service. Clients must be eligible and follow the WIA process.**

Call a Career Counselor today for more details.

### *What do I bring to register for the WIA Career S.T.E.P.S. Youth Program?*

1. **Social Security Card**
2. **Driver's license/State ID OR U.S. Birth Certificate**

**Please discuss additional documentation with the Career Counselor prior to your appointment.**

**\*ALL SERVICES ARE FREE\***