



**Name of Project:** Employment & Training Centre

**Name of Organization:** YWCA Hamilton

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**Are you currently working with an Action Team on this Project?** No

**Are you an active member of the Planning Team?** Yes

**How is this project reflected in the Neighborhood Action Plan?**

This project addresses GOAL D: Vibrant, local economy with many small family businesses, OBJECTIVE 1: Create jobs for youth and community members to develop life skills. YWCA has existing programs that are successful in building employment skills and life skills for adults and youth. Beyond building skills, we have supported many individuals in finding employment. The project will work with small businesses in the Crown Point neighborhood to help identify employment opportunities and match employers with prospective employees.

#### Project Objectives

This project will bring an Employment & Training Centre, operating at 15 hours a week, to the Crown Point neighborhood at the YWCA Ottawa Street location where we will offer one-to-one support to individuals and group training sessions. With the support of trained and experienced staff, individuals will receive an assessment and develop strategies to overcoming barriers to employment. Along with assistance from staff, individuals can access the technology required to job search including the use of the internet, computers, scanning, fax and phones.

The service provides a safe, comfortable space for the development of basic skills towards employability. Staff are trained in job readiness assessments and can offer certifications in a variety of employment skills (i.e. safe food handling and smart serve). Staff assists people in learning their rights and providing information that increase their safety. This project proposal includes reduced costs and /or free training & certification for low income participants.

Staff stays connected with participants to support and encourage individuals in job searches. YWCA has existing partnerships which can provide job and volunteer placements to help develop the skills and positive work experience of individuals. YWCA staff will reach out to local small businesses and the Ottawa St. BIA to identify opportunities for employment and / or job placement in the neighbourhood. YWCA will structure a short term job placement program with local businesses to facilitate skill development. Local businesses will be invited to share their job vacancies with YWCA Employment & Training Centre to assist local residents in finding jobs in their community.

YWCA Hamilton has developed expertise in employment services through a vast range of Employment & Training Services currently offered at YWCA Hamilton's downtown location: small business program,



youth employment services, women in skilled trades, internationally trained professionals, IT training & employment, and micro-loans for small business development. Individuals can be directly streamed into one of our specialized employment programs to extend their employment opportunities.

#### Duration of the Project

1 year

#### Benefits to the Community

Individuals accessing the Employment & Training Services at YWCA Hamilton are typically unemployed or underemployed. Their access to basic needs is compromised and many face additional barriers to employment such as education, experience, literacy, language skills, trauma and mental health issues. Our Employment & Training Services works with clients to overcome barriers and find suitable employment that does not further compromise their well-being or set them up for failure.

This project will build employment skills for individuals in the neighbourhood to increase their prospects for employment and assist small businesses in the community to find qualified employees. Linking residents to business can strengthen the community through building interdependency and shared interests.

YWCA Hamilton will commit to identifying other funding opportunities to sustain & grow Employment & Training Services at the Ottawa Street location.

#### Utilizes and Builds on Strengths of the Neighbourhood

- YWCA Hamilton has the facilities and expertise to offer skill development to the neighbourhood.
- Given more opportunities, individuals in the neighbourhood have the potential to contribute to the economic development of the neighbourhood.

YWCA is an associate member of the Ottawa St. BIA and can utilize the network of local businesses to help connect job seekers with local employers. How does this project create engagement?

The project creates engagement by: 1) assisting residents in improving their job prospects, developing their skills and increasing opportunities for economic stability, 2) reaching out to small businesses and the BIA to facilitate opportunities for the residents in developing their employment skills in the community

Unemployed and underemployed residents are given local access to job development programs that connect them to their neighbourhood and facilitate the potential for relationships with the local business community.

Residents will also have more direct access to programs that further their economic opportunities, including small business development & planning and micro-loans available through YWCA Hamilton.

## Success Stories from the Employment & Training Resource Centre at YWCA Hamilton MacNab Street

- *Henry recently emigrated from Honduras after living in the USA for a number of years. He first came to YWCA Hamilton for settlement services and was referred to the Resource Centre after indicating a need for employment – fast. Henry was applying to every job he could and was not achieving any results. After getting his resume and cover letter critiqued and edited from our Resource Centre, we were able to connect him with an employer and he was able to secure a position in quality assurance – his field, where he can continue to build his career*
- *Lindsay recently emigrated from the Philippines with a background in accounting. Through the Resource Centre, she was able to gain assistance with writing a Canadian style resume and cover letter and registered in an Enhanced Language Training program with Mohawk College. She received a call back for a volunteer accounting position. Lindsay is currently completing her course at Mohawk College and looking forward to getting her transcripts assessed so she can pursue further education in Canada. She will be attending a Certified Management Accountant information session at YWCA Hamilton to learn more about her industry and potential courses. She is on her way to building her career in Canada.*
- *Amanda came to the YWCA Hamilton Resource Centre after being out of the workforce for over 19 years. Amanda felt isolated and reported that she had little social supports in the Hamilton area. She was able to come into the Resource Centre where she was taught resume and cover letter writing and gained support which enabled her to begin submitting her resume to employers. Within a week she received two job interviews and an offer for employment.*
- *“The YWCA job counsellors have helped me so much. When I first seeked help from an employment counselor I wasn't sure how to make a resume, job search and I also needed help with interview skills. The YWCA employment counselors have taught me how to make a resume, how to properly job search, how to become more confident and how to prepare for job interviews. Before meeting with Sandra, my resume wasn't as good as it could have been and I had no idea what to say during job interviews. Now, I have a job at Target, which is my first job. The interviews went very well. And I am glad that the YWCA offers employment help to people in the community because it has helped me so much and I appreciate it.” --- Megan.*





Basic Budget – Employment & Training Centre – YWCA Hamilton Ottawa St

**Revenue**

HCF NAG \$20,000

**Expenses**

Employment Counsellor \$20 / hour x 14 hours \$14,560

MERCS 10% \$1,456

Office Supplies \$500

Marketing Materials \$484

Training Expenses (certification ie. Self-serve, safe food handling, WHIMS) \$2,000

Occupancy (computers, utilities, fax, phone, maintenance) \$1,000

**In Kind**

Administration (management, reporting, accounting) 10% \$2,000

**Total**

\$20,000 from HCF

\$2,000 from YWCA Hamilton

TOTAL PROJECT BUDGET \$22,000

