



What is a One-Stop Career Center?

One-Stop Career Centers, or One-Stop Workforce Centers, provide a wide range of employment, training, and career education services to employers, workers, job seekers and youth.

One-Stop Workforce Centers leverage public workforce dollars with other state and local funding; business resources; and foundation support to provide career development services for local workers and deliver workforce solutions to local employers.

OppInc. One-Stop Workforce Centers offer a comprehensive range of services to help you find a job. Services provided through the Workforce Centers are funded through the U.S. Department of Labor so there is never a charge, although eligibility may apply. OppInc One-Stop Workforce Centers are members of the Virginia Workforce Network.

Who is Eligible to Receive Services?

Employers, workers and job seekers are customers of the one-stop career center. This includes businesses and industries, students, people with disabilities, veterans, TANF recipients, migrant and seasonal farm workers, unemployed, underemployed and employed individuals. Everyone can access the services of the Center free of charge.

For the worker or job seeker, there are three levels of services available through the Center and customers can move from one level to the next or receive services from more than one level, depending on their needs. The first level is core services, usually self-directed in nature, and available to everyone without any eligibility requirements.

Intensive services, as well as training and education are available contingent on program eligibility and funding limitations. Additionally, customers may be able to receive support services such as childcare, transportation, etc.

What Services are Available?

Core Services for individuals:

- Orientation
- Work skills exploration
- Access to computers, internet telephones, fax and copy machines
- Searches for jobs and training
- Access to job banks and other listings of available jobs
- Résumé development assistance
- Job search training

- Networking skills workshops
- Interview techniques workshops
- Referral to an employer with current job openings
- Eligibility determination for additional services

Intensive Services for Individuals:

- Comprehensive assessments of skills and service needs
- Development of an individual employment and career plan
- Customized assessment of current skills
- Intensive career counseling
- In-depth interviewing skills development
- Computer workshops
- One-on-one assistance with résumés, cover letters and thank you letters
- Case management

Training and Career Education Services for Individuals:

- Occupational skills training
- On-the job training
- Up to date work skills training
- Job readiness training
- Adult education and literacy
- Customized training for an employer who commits to hiring

Services for Employers:

- Assistance in finding qualified workers
- Labor exchange
- Interview facilities
- Labor Market Information (LMI)
- Information on Americans with Disabilities Act (ADA)
- Information on and referral to business start-up, retention and expansion services
- Information on and referral to sources for developing customized training programs
- Rapid response to mass layoffs and plant closings
- Information about training incentives, such as, on-the-job training programs (based on worker eligibility)
- Information on tax credits for new hires

LOCATIONS

Flagship Workforce Center

OppInc. One-Stop Workforce Center

Circle East Office Building
861 Glenrock Road, Suite 223
Norfolk, VA 23502
Phone: 757-461-7537
Fax: 757-461-6117

Satellite Centers

Suffolk Workforce Development Center

157 North Main Street
Suffolk, VA 23434
Phone: 757-514-7737

Regional Workforce Development Center

Paul D. Camp Community College
100 N. College Drive
Franklin, VA 23851
Phone: 757-569-6082