

WORKFORCE SERVICES

Fairfax
County
VIRGINIA USA

This fact sheet highlights various public-sector workforce programs and services designed to assist Fairfax County employers and job seekers. Many are free.

Coordinating Agencies for Workforce Services

Northern Virginia Workforce Investment Board – SkillSource Centers (www.myskillsource.org)

The Northern Virginia Workforce Investment Board (NVWIB) serves more than 1.7 million residents and nearly 20,000 businesses in Fairfax, Loudoun and Prince William counties, and the cities of Falls Church, Fairfax, Manassas and Manassas Park. NVWIB oversees the operation of five regional SkillSource Centers throughout northern Virginia. A number of state and local agencies are co-located at several of these sites. They provide free referral and access to a variety of employment and support services for job seekers and employers.

Employer services

- Placement and staffing
- Regional labor market information
- Wage subsidies, federal and state tax credit opportunities
- Job postings
- Business Service Center (for new entrepreneurs and existing businesses)
- Résumé bank
- Federal bonding program
- Entrepreneur workshop

Job seeker services

- Basic skills training
- Regional labor market information
- Job search and employment placement
- Vocational and career interest assessments
- Information on education and training resources
- Access to on-the-job training programs
- Linkages to support services including child care, transportation, health care, and drug and alcohol abuse treatment

The NVWIB also offers the following programs and financial assistance to support the training, retraining and recruitment of workers:

- **On-the-job training subsidies** are available to help regional employers hire and train dislocated workers or individuals currently participating in federal workforce programs. Wage subsidies are targeted at specific regional industry clusters and can pay up to 50 percent of the new worker's wages for up to six months. Industries supported by the program include retail, construction, business services/administrative support, health care and information technology.
- The **Northern Virginia Labor Market Information System** offers free, immediate online information on hiring, employment trends and employee benefits provided by northern Virginia businesses.
- The **Virginia Serious and Violent Offender Reentry Initiative (VASAVOR)** provides funding to support the re-entry of long-term incarcerated adults back into the community with appropriate support and oversight. The NVWIB provides employer outreach and job placement services for program participants.
- The **Center for Business Planning and Development** is a partnership between the NVWIB, the SkillSource Centers and the Business Development Assistance Group. Located at the Falls Church SkillSource Center, the center supports new entrepreneurs with all necessary activities to identify and start a new business in Fairfax County. The center also helps new business owners identify and apply for appropriate business loans and offers networking with larger businesses for potential subcontracting opportunities.
- The SkillSource Group, the Center for Business Planning and Development and Fairfax County also are collaborating on Project NOVAGATE (Northern Virginia Growing America Through Entrepreneurship), a federally funded, three-year initiative that helps dislocated northern Virginia workers over the age of 45 start and expand small businesses.

For more information, contact:

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Vienna, VA 22182
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FAIRFAX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY

Virginia Employment Commission (www.vec.virginia.gov)

The **Virginia Employment Commission (VEC)** is charged with helping employers find qualified workers and workers find jobs. VEC services are free to employers and job seekers. Detailed information on VEC services may be obtained online 24 hours a day via the VEC Web site.

Employer services

- National and Internet advertising and posting of job vacancy announcements
- Employment pre-screening and computerized skills-based matching to identify potential candidates
- Labor market information
- Clerical skill proficiency testing
- I-9 U.S. employment eligibility certification (*Alexandria only*)
- Employer tax credit information

Job seeker services

- Access to local, state and national job listings
- Information on upcoming job fairs
- Job preparation and occupational information
- Veteran employment services

There are three VEC district workforce centers in northern Virginia:

Alexandria

Virginia Workforce Center
5520 Cherokee Avenue
Alexandria, VA 22312-2319
Phone: 703-813-1300; Fax: 703-813-1380

Centreville

Reemploy Virginia
14245-L Centreville Square
Centreville, VA 20121
Phone: 703-802-1105

Prince William County

Virginia Workforce Center
13370 Minnieville Road
Woodbridge, VA 22192
Phone: 703-586-6870; TTY: 703-583-6850

Virginia Department of Business Assistance (www.dba.virginia.gov)

The **Virginia Department of Business Assistance's Virginia Jobs Investment Program** staff work closely with company personnel and offer consulting, training (such as continuous improvement, on-the-job-training and train-the-trainer programs), electronic media services (free to qualifying employers) and funding to support employer training costs.

Workforce Services initiatives include the New Jobs Program, Small Business New Jobs Program and Retraining Program. All programs support basic employers not involved in retail operations. Jobs must be full-time with a minimum entry-level wage rate of \$10 per hour. The following additional requirements specific to individual programs also apply:

New Jobs Program

- Covers employment expansions at existing companies or new facility locations that involve competition with at least one other state or country
- Companies must generate more than 50 percent of revenues from outside Virginia
- Employers must create a minimum of 25 net new jobs within 12 months of the first hire and make a capital investment of at least \$1 million associated with start-up or expansion

Small Business New Jobs Program

- Supports existing Virginia companies that have 250 employees or fewer companywide
- Covers companies that create a minimum of five new jobs within 12 months from the date of the first hire and that make a new capital investment of at least \$100,000 associated with start-up or expansion

Retraining Program

- Provides services and funding to manufacturing companies and distribution centers to help upgrade the skills of their existing workforce
- Covers companies that are retraining at least 10 full-time employees and that make a new capital investment of at least \$500,000 associated with the retraining project

For more information, contact:

Virginia Jobs Investment Program
Virginia Department of Business Assistance
P. O. Box 446
Richmond, VA 23218-0446
Phone: 804-371-8200

Education and Training Programs

A number of programs are available to meet the training and needs of individual workers and employers. Many of these training providers are an excellent source of skilled workers.

Fairfax County Public Schools (www.fcps.edu; TTY: 711)

Career and Technical Education Programs (www.fcps.edu/DIS/OACE/prek12.htm, 703-658-1201) coordinates instructional programs for secondary students in business and information technology, family and consumer studies, health and medical sciences, industrial technology, marketing, and trade and industry.

Many high school students participate in cooperative education or internship experiences that combine in-school technical studies with related part-time work in a variety of career fields.

Six academies, located at Chantilly, Edison, Fairfax, Falls Church, Marshall and West Potomac high schools, also offer advanced technical and specialized coursework for careers in communications arts, electronics, television production, auto technology, building trades, international studies, business science and technology, health and human services, and engineering. (Not all programs are available at all academies.)

Specialized programs in retail marketing and management, hospitality, practical nursing, horticulture and residential management are offered at community-based locations throughout the county.

The **Adult and Community Education (ACE) Program** (www.fcps.edu/aceclasses, 703-658-1202) coordinates entrepreneurial, career and life enrichment courses for adult learners. Programs include certificate courses, trades and maintenance coursework, high school equivalency preparation, English as a second language, computer applications and business development.

Workplace Training (www.fcps.edu/DIS/OACE/Workplace.htm, 703-658-1215) helps employers train their workers in a range of areas, including communication and interpersonal skills, computer applications and management. Short courses, seminars and workshops can be tailored to specific needs and scheduled during business or evening hours and/or weekends at a job site or school location.

Education for Independence (www.fcps.edu/DIS/OACE/Services.htm, 703-660-2065 or 703-660-2015; TTY: 703-658-1266) provides employment training, career counseling and support services for single parents and displaced homemakers.

Colleges and Universities

A number of area college and universities provide credit, noncredit and customized training for employers and workers throughout the Washington, D.C., region. For a listing of selected college and university programs and individual school Web sites, visit FCEDA's Web site at www.fairfaxcountyeda.org/sites/default/files/pdf/universities.pdf. More detailed information on college and university programs can be obtained from the U.S. Department of Education, National Center for Education Statistics IPEDS College Navigator Web site (<http://nces.ed.gov/collegenavigator/>).

Northern Virginia Community College – Technology Retraining Internship Program (TRiP) is coordinated through the Division of Continuing Education and Workforce Development at the Annandale campus of Northern Virginia Community College (NVCC).

TRiP is a part-time intensive training program designed to equip experienced non-information technology professionals with both basic technical skills and some advanced computer competencies. Classes are held evenings and on Saturdays, with an emphasis on classroom and hands-on training.

The goal is to produce employees for entry-level technology employment through a combination of classroom instruction and on-the-job training. The first portion of the program is devoted solely to computer training, while the second portion is directed toward part-time internships. Contact NVCC's Division of Continuing Education and Workforce Development at 703-323-3859, or visit the TRiP Web site at www.nvcc.edu/annandale/continuing/wdc/tripweb/index.htm.

Technical and Proprietary Career Schools

Technical and proprietary career schools in northern Virginia provide post-secondary certificate or diploma-level training to individuals to prepare them for entry-level employment in non-licensed occupations. For a listing of proprietary career schools in Virginia, visit www.schev.edu/students/PrivateVocationalList.asp?from=reportstats.

Apprenticeship-Related Instruction

Apprenticeship-Related Instruction (ARI) is available to businesses with facilities in Virginia. ARI trains employees in skilled occupations through a combination of on-the-job work experience and classroom instruction. The Virginia Community College System (www.vccs.edu/workforceservices/tabid/76/default.aspx) and the Virginia Department of Labor and Industry administer the ARI program statewide in partnership with regional secondary school systems and technical centers. ARI programs in northern Virginia are administered by Fairfax County Public Schools (www.fcps.edu/DIS/OACE/appren.htm, 703-658-2700).

Virginia Department of Labor and Industry's Division of Apprenticeship Training (www.dli.state.va.us/whatwedo/apprenticeship/apprenticeship_p1.html, 703-392-0900, TDD: 703-392-0165) provides technical assistance to businesses developing or expanding apprenticeship programs, maintains a statewide system of training for certain skilled trades, and provides certification for apprenticeship programs and apprentices.

The Department of Labor and Industry also administers the **Worker Retraining Tax Credit**, available to Virginia employers. Eligible worker retraining includes approved noncredit courses provided by any Virginia community college or private school and worker retraining courses undertaken through an apprenticeship agreement approved by the Virginia Apprenticeship Council. For more information, visit www.tax.virginia.gov/site.cfm?alias=taxcredit3#worker.

Employee Recruitment and Placement

Northern Virginia Community College (NVCC) Career Services (www.nvcc.edu/current-students/career-services/index.html) work with employers interested in hiring NVCC students or graduates as full-time, part-time or summer employees, cooperative education participants or interns. The offices sponsor workshops on career and life planning, resume writing, job campaign strategy, interviewing, researching career options and managing change. Individual career counseling also is provided.

Located at each NVCC campus, the offices can be reached at the following phone numbers:

Alexandria.....	703-845-6301
Annandale	703-323-3144
Arlington Center	703-933-5060
Loudoun	703-450-2571
Manassas	703-257-6587
Springfield Medical Education Campus	703-822-6531
Woodbridge	703-878-5760

The **University Career Services Center at George Mason University (GMU)** (<http://careers.gmu.edu>, 703-993-2370) works with employers interested in hiring current GMU students or graduates for full-time, part-time, cooperative education or internship positions. Positions may be advertised free for 30 days. Employers may request résumés of qualified students through the center's computerized résumé search and referral service. While most of the center's services are limited to enrolled students and alumni, the public may use the center's resource library.

Specialized and Targeted Workforce Programs

The following programs provide services targeted to particular sectors of the workforce.

Disabled Persons

Virginia Department of Rehabilitative Services (DRS) (www.vadrs.org, 703-359-1124, TTY: 703-359-1126) provides information, training and rehabilitative services to disabled workers and employers. The DRS Employment Services & Special Programs (ESSP) Office (www.vadrs.org/essp/) partners with a network of community rehabilitation organizations to provide employment and vocational services throughout the state.

The Cooperative Employment Program Northern Virginia Regional Office (703-359-1124) provides supported competitive employment services to eligible individuals. The program is jointly funded by the Department of Rehabilitative Services and the Fairfax-Falls Church Community Services Board. Using an individualized approach, skills are assessed, jobs are analyzed, and on-the-job training for individuals and disability awareness training for employers are provided. Extensive follow-up services are provided to ensure the success of the job placement. In addition to the job-training component, the Cooperative Employment Program offers mobility training to enhance a disabled individual's ability to use public transportation.

Senior Citizens

The **Fairfax Area Agency on Aging** (www.fairfaxcounty.gov/service/aaa, 703-324-7948, TTY: 703-449-1186) operates the Senior Community Service Employment Program for senior citizens with limited income. This program combines community service with part-time paid work experience, federally subsidized on-the-job training, life skills training and referrals to non-employment services (e.g., housing options and home repairs).

Senior Employment Resources (SER) (www.seniorjobs.org, 703-750-1936) matches job-seekers age 50 and older with employers. Most of SER's job seekers have had many years of experience in professional, service and clerical jobs.

Veterans

Virginia Employment Commission (VEC) offices in northern Virginia have Veterans Employment Representatives and Disabled Veterans Outreach Program staff who provide specialized employment services and assistance to veterans. (See page 2 for VEC office contact information.). For a detailed description of VEC veteran services and a listing of various veteran-targeted Web sites, visit www.vec.virginia.gov/vecportal/seeker/veteransvcs.cfm. Additional veteran employment and training resources may be found online at www.careerconnect.state.va.us/jobseeker/jobsvet1.htm.

The U.S. Department of Labor Veterans' Employment and Training Service Web site (www.dol.gov/vets/opportunities/opportunities.htm) provides links to various veteran employment and training resources.

Youth

The **Northern Virginia Workforce Investment Board (NVWIB)** (www.myskillsource.org, 703-752-1606) offers targeted employment and training activities and programs for eligible young adults in the northern Virginia region. Services are provided at each northern Virginia SkillSource Center.

The SkillSource Group also leads a local effort to link young adults and northern Virginia businesses for summer employment. The **Educating Youth Through Employment (EYE) Initiative** aligns private- and public-sector employers with young adults seeking first-time employment opportunities.

The **Job Corner**, located at the Falls Church SkillSource Center, provides high-quality, free employment and career services to young people ages 14 to 21. The center provides resources to explore future careers, seek advanced training and education, identify sources of financial aid and find local employment.

Job Support Groups

Creative Network (www.justshowup.com, 202-265-1522) hosts monthly networking events for creative and technical people in the marketing communications industry.

The **EXCEL! Networking Group** (www.excelability.org) is a nonprofit career development and education organization that supports people with disabilities in the Washington, D.C., area. There is a nominal annual membership fee.

Washington Network Group (www.washingtonnetworkgroup.com, 703-528-5553) provides social networking for professionals in business, finance, technology, and foreign and government affairs in metro Washington, D.C. Membership is by application and costs \$50 per year.

The **Women's Center** (www.thewomenscenter.org, 703-281-2657) offers career development and business services for both men and women. The center's staff conducts career counseling, seminars, training programs, résumé review and workshops on career opportunities in a variety of fields. A career library also is available.

The Women's Center and the Junior League of Washington, D.C., also host a D.C. Networking Series. Call 202-293-4580 for dates and times.

Additional Information

The eight regional branches of the **Fairfax County Public Library** (www.fairfaxcounty.gov/library) provide extensive information on employment fields, job opportunities and potential employers. Internet access for searching various online employment resources is available for free.

For more information, call:

Centreville	703-830-2223
Chantilly	703-502-3883
Fairfax City	703-293-6227
George Mason	703-256-3800
Pohick	703-644-7333
Reston	703-689-2700
Sherwood	703-765-3645
Tysons-Pimmit	703-790-8088

TTY number for all library branches: 703-324-8365.