Goodwill is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.
Goodwill helps people with barriers to employment go to work by providing jobs, training and educational opportunities.

**EDUCATION PROGRAMS**

**GED Preparation**
In collaboration with Lower Columbia College, this course assists students in preparing for the GED Exam though classroom training, self-paced online programming and individual tutoring. Practice exams are available on site.

**Financial Literacy**
In partnership with Lower Columbia CAP, Money Smart classes are held each week with the goal of giving each student the knowledge necessary to achieve a financially stable future. This course incorporates banking basics, budgeting, debt management, investing, critical thinking skills, reading and understanding credit reports/scores. Second Chance banking services through participating banks and credit unions are made available to students upon completion of the 8 session training.

**JOBS SKILLS TRAINING PROGRAMS**

**Pathways**
Designed to give students with barriers to employment a basic knowledge of job readiness and retention skills before entering a job skills training program. The student will learn life skills, goal setting, vocational exploration, financial literacy, job search and more.

**Basic Computer Classes**
Introduction to Computers offers assistance for computer beginners learning the basics including using a mouse and keyboard. Classes offered Mondays at 305 Pacific Ave., Kelso, WA 98626. Limited Seating.

**Office Essentials / Advanced Computer Skills Training**
The Office Essentials Training class core includes an a la carte menu from the Microsoft Office Suite, plus individualized training plans for students with disabilities and/or disadvantages to prepare them for today’s workplace. Office Essentials training has an open entry/open exit policy. This means that classes are available for new students on an on-going basis. The Goodwill Office Essentials Training program has flexible characteristics that ensure students who complete their training program will have the skills needed to continue their education in a college setting or to gain entry-level employment once completed, depending on their individualized plan.

**Online & Upward**
Online & Upward uses distance education to provide job-relevant training opportunities. Courses are designed to teach new skills or enhance current skills for a variety of today’s careers. Training is completed in an online environment and courses include an opportunity to practice and test new skills. This program is self-monitored and self-paced.

**Custodial Skills**
The Custodial Skills Training course is a Washington State Certified program that teaches competitive skills in the custodial field. Students learn how to perform specific skills, including use and care of equipment and the effective use of cleaning compounds. Emphasis is placed on safety awareness. Instruction includes bloodborne pathogen safety and all phases of custodial duties. Students are taught in both a classroom setting and through on-the-job experience. Medical Hospitality is additionally offered several times a year. A certificate is issued upon completion of the course.

**Warehouse, Transportation & Logistics Program**
Get on the fast track to a career in warehousing, transportation and logistics with this comprehensive program taught by Tacoma Community College faculty at Goodwill’s Tacoma Work Opportunity Center (WOC). Broadcast to the Yakima and Cowlitz County Work Opportunity Centers. Approved by local employers, this 7-week program provides all the entry-level and career advancement skills needed for this field. Students have the opportunity to earn industry recognized certifications.

**Construction Skills Program**
This program provides disadvantaged youth and adults with the opportunity to discover their potential, change their futures and their communities. Programs include:
- **WIA Out-of-School Youth:** Targeting 17-21 year-olds, drop out, low-income, court-involved youth.
- **Jumpstart to Employment:** Focused on youth 16-24 years of age with barriers to employment.
- **Ready to Work:** Aimed at helping adults with barriers to employment.

These programs provide the opportunity to acquire marketable skills in demand by Cowlitz County employers. Participants can work to complete their high school diploma or prepare for their GED while acquiring construction and pre-apprenticeship skills through hands-on practical training. This is made possible through partnerships with Habitat for Humanity, Longview Housing Authority, and Self-Help Housing and helps students work off any community service hours they may owe.

Students have the opportunity to receive certifications in:  
- OSHA 10-hour Safety Training  
- Flagging  
- Forklift  
- Man lifts  
- First Aid/CPR/AED

Additionally, interested students will explore other career paths, and can be provided with assistance in applying for FAFSA, scholarships, and college.

As important as the academics and vocational skills, an emphasis on soft skills will help students obtain and maintain employment. Students will learn new ways to communicate, problem-solve, resolve conflict, as well as manage their time and finances. Students receive intensive case management, job search training, job placement assistance, and retention services.

The project is funded through a federal Workforce Investment Act grant administered by the Southwest Washington Workforce Development Council.

**EMPLOYMENT PROGRAMS**

**Senior Community Service Employment Program**
The Senior Community Service Employment Program (SCSEP) is the only federal workforce program targeted to low-income older workers. It is administered by the U.S. Department of Labor’s Employment and Training Administration and helps subsidize part-time, paid training in non-profit and government positions so that older workers gain the necessary skills to transition into unsubsidized jobs.

For more information call:  
Pierce: 253.575.6759  
Clallam, Jefferson, Thurston: 360.456.0273  
Grays Harbor, Mason, Pacific: 360.532.0041  
Cowlitz, Lewis, Clark, Skamania: 360.501.8350  
Yakima, Kitt lạc, Kittitas: 509.452.6061 or 1.800.907.1702

Program funded by U.S. Department of Labor.

**EMPLOYMENT SERVICES**

**Job Search Room/Job Search Assistance**
The Job Search Room is available to aid you in your ongoing job search, and is open to the public. Equipment includes multiple computers, printer, phone and fax machine, as well as job postings, work guides, phone books and many other resources, the Job Search Room is staffed with people available to assist you.

**Food Handlers Training & Testing**
Goodwill is licensed by Cowlitz County Health Department to provide training and testing for the Food Handlers card. Training, testing and renewal is available during normal business hours of 8 AM to 4 PM; no appointment is necessary. Staff are available to assist students.

**Driver’s License Book Study Assistance**
Having difficulty reading or comprehending the Driver’s License manual in preparation for the test? Goodwill can assist you with learning the essential material needed to pass the Driver’s License exam. Appointment is required.

**Supported Employment**
The following programs are provided through contracts with Cowlitz County Human Services and require a referral from either the Division of Vocational Rehabilitation (DVR) or the Development Disability Administration (DDA).

**Community Based Assessment:** This is a program in which the participant is placed in a job and assessed to see how well s/he performs. This is a real work experience; the participant is expected to perform the duties of their job. Successful participants may be referred to job placement services. It also gives participants the opportunity to try out different jobs to help them find the best and most enjoyable fit for them. Accommodations may be made based on limitations.

**Placement Services:** This program assists applicants in discovering their strengths and abilities and how to market themselves in the workplace, and guides them through the application and interview process. Case management is provided to successful job seekers to help them adapt to their new work environment.

**Job Supports:** Goodwill provides Job Coaches for on-the-job support for qualified people with developmental disabilities in competitive jobs within the community. Training and long term case management are provided to suit an individual’s needs.