



PORT OF OAKLAND

Employment Resources Development Program Social Responsibility Division

Employment is one of the most important issues facing the State of California. The Port of Oakland works in close collaboration with Port tenants, local employment and training programs, educational institutions and other partners to maximize opportunities for employment of local residents.

Since 1980, the Port's Employment Resources Development Program (ERDP) has placed thousands of local residents with local businesses working with the Port. This Service Provider's Directory identifies and outlines local employment and training programs. These valuable community organizations offer a variety of training opportunities and resources for employment which can be extremely useful to job seekers or for employee recruitment. We welcome suggestions and updated information for future editions. The directory is updated quarterly: January, April, July, and October.

The Port is uniquely situated to respond to customer needs. ERDP depends on a broad range of partners to recruit, orient, prepare and place qualified job seekers. ERDP also coordinates one of the most successful internship programs in the region. ERDP places high school, college and post-graduate interns in demanding, interesting and highly competitive placements throughout the Port.

We thank our partners and look forward to continuing meaningful and innovative collaboration.

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This directory is also available on our website:

www.portofoakland.com/jobcente/erdp.asp

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Academy of Truck Driving

Address	2585 Buna Street, Bldg. 99, Oakland, CA 94607
Phone	(510) 663-9030
Fax	(510) 663-9050
Hours	Monday through Friday 8:00 a.m. – 7:00 p.m. Saturday and Sunday 9:00 a.m. – 5:00 p.m.
Contact	James Kemp, Director
Purpose	The Academy of Truck Driving is a school providing training for students to obtain Class A & B driver's licenses. Classes offer training on open roads and one-on-one instruction including regulations for safety driving.
Services Provided	Vocational Testing, Life-long Job Referrals, Employment Listings, Job Counseling, Permit Tutoring, Case Management, Funding Opportunity, Assessment and Referrals.
Training Provided	Class A, Class B, Owner Operator, Endorsements, Heavy Equipment, Forklift
Screening	Medical D.O.T. and Drug Screen
Foreign Language	Spanish
Registration	\$85.00
Tuition	\$4,585.00 for Class A driver's license training. \$3,585.00 for Class B driver's license training.

African American CalWorks Coalition/Options

Address	1610 Harrison Street Ste. A, Oakland, CA 94612-3359
Phone	(510) 893-4357
Fax	(510) 893-1235
Email	optionsac@aol.com
Hours	Monday through Friday 9:00 a.m. – 3:30 p.m.
Contact	Jacqueline Narcise, Executive Director
Purpose	A self-sufficiency center, featuring intake and individualized case management in an outcome-focused environment.
Services Provided	Job placement, Educational placement, Offense reduction services, Pre-employment skills training, Motivational classes, Resumé preparation, Mentoring, Case management, Clothing referrals. Job placement focusing on medical careers, customer service, administrative services, warehouse, clerical, in-house supportive services, and skilled trades.
Screening	Required by Alameda County Social Services Agency.
Eligibility	CalWorks – TANF clients. Low income
Foreign Language	Spanish, Cambodian, Mien (Provided upon request)
Fees	Free services for CalWorks clients. Sliding fee for others.
Access	Handicap accessible. Wheelchair. Public transportation. All AC Transit lines to downtown. Near City Center.

Alameda County Department of Child Support Services

Address	Main Office: 2901 Peralta Oaks Court, Oakland, CA 94605 Branch Office: 393 13 th Street, Oakland, CA 94612
Phone	(510) 639-7299
Toll Free	1(800) 809-2955
Fax	(510) 639-3523
Web Site	www.acgov.org/css
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m. Closed on all County holidays
Contact	The Public Service Center
Purpose	The Alameda County Department of Child Support Services (ACDCSS) establishes paternity, medical and child support orders and collect child, medical and spousal support payments.
Services Provided	The Alameda County Department of Child Support Services establishes paternity and child support orders and collect child, medical and spousal support payments. DCSS will modify existing child support ordered based on changes in income and/or custody and visitation arrangements. ACDCSS has an Outreach Program to better educate the community on the services provided. ACDCSS provides referrals to other agencies to assist clients with issues such as custody/visitation, employment referrals, attorney referrals, etc.
Eligibility	Alameda County Residence.
Foreign Language	Spanish
Fees	Free
Access	Handicap and public transportation accessible.

Alameda County Vocational Services

Address	333 Hegenberger Road, Suite 600, Oakland, CA 94621
Phone	(510) 383-1600
Fax	(510) 383-1616
Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact	Theresa Razzano, Rehabilitation Director Beatrice Augustine, Job Developer
Services Provided	Job Preparation, Job Placement, Vocational Counseling
Eligibility	Documented Psychiatric Diagnosis (DSMIV)
Foreign Language	Cantonese, Spanish and Korean
Access	Near BART and AC Transit Bus line.

Alameda County Youth Development, Inc., George P. Scotlan Youth and Family Center

Address	1651 Adeline Street, Oakland, CA 94607
Phone	(510) 832-4544
Fax	(510) 832-3521

Hours Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact Richard DeJuaregui, Executive Director
Michelle Jackson, Office Manager
Purpose The Employment and Training component of George P. Scotlan Youth & Family Center is a community-based program designed to work with youth and adults who reside in Oakland. Providing summer youth employment and training, pre-employment skills training and pre-college to career advising. Some on-the-job training positions are also available.
Services Provided Job Counseling, Development and Placement, GED Preparation, Career Development, Basic Study Skills, Computer/Clerical Training.
Access Bus line 14, West Oakland BART station.

Alameda One-Stop Career Center

Address College of Alameda, 555 Atlantic Ave. Rm L-215, Alameda, CA 94501
Phone (510) 748-2208
Fax (510) 814-8302
Email umortensen@peralta.cc.ca.us
Hours Monday through Friday 8:00 a.m. – 4:45 p.m.
Contact Usha Mortensen, Intake/Orientation
Purpose Provide employment assistance and training opportunities.
Services Provided Computers, Career Resource Library, Workshops, Internet, Counselors
Job Leads, On-Site Recruitment, Job Fairs.
Training Provided Work Force Investment Act (WIA)
Access Handicap Access. AC Transit - Route 51

Allen Temple Housing and Economic Development Corp.

Address 8501 – International Blvd., Building C-101, Oakland, CA 94621
Phone (510) 567-1490
Fax (510) 567-1474
Hours Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact Dolores Lyles, Associate Director – Client Services
doegib@aol.com
Purpose To provide supportive services and employment to formerly incarcerated individuals.
Services Provided Case Management, Mentoring, Housing, GED, Employment, Clothing, One Stop Center.
Eligibility 18 years of age and older; felony within the past 180 days.
Access Handicap Accessible. AC Transit bus line.

Allied Fellowship Service

Address Administrative Office, 1524 29th Ave, Oakland, CA 94601
Phone (510) 535-1236 Residential and Employment Program

Fax (510) 535-0166
Hours Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact Bernadine Martin, Executive Director
Purpose To provide residential services to the formerly incarcerated. Allied Fellowship is a 30 bed facility. Employment and counseling for probationers and parolees from Alameda County. Must be 18 years or older.
Services Provided Residents and non-residents are provided with job counseling and referral.
Training Provided Job Placement, Resume Development, Job Search, Career Counselor Job Readiness Seminar, Works with Community Resources.
Men's Program
Address 1851 - 10th Avenue, Oakland, CA 94606
Phone (510) 534-1986
Hours 24 hours, 7 days a week
Contact Larry Amos, House Coordinator

Asians for Job Opportunities in the Bay Area, Inc. (AJOB)

Address 1911 Addison Street, Berkeley, CA 94704-1101
Phone (510) 548-6700
Fax (510) 548-9300
Email ajob@ajob.org
Hours Monday through Friday 8:30 a.m. – 4:30 p.m. Closed holidays
Contact Tony Leong, Jr., Ph.D.
Purpose To provide employment, training and bilingual social services to the unemployed and underemployed who reside in the Bay Area.
Services Provided Free Job preparation, Job search assistance, Job placement services services available to the unemployed and underemployed and to those clients who are eligible for Berkeley Community Development Block Grant (CDBG) or CalWorks.
Training Provided English as a Second Language (ESL), Vocational English as a Second Language (VESL) Clerical/Computer Literacy Skills Training, Cashiering and Graphic Design.
Screening Eligibility Applicants must complete Intake form and take entrance tests. Free employment, training and bilingual social services to those meeting the criteria for the Berkeley CDBG or CalWorks programs. Free services to the unemployed and underemployed, otherwise fees will apply.
Foreign Language Chinese, Japanese, Korean, Thai, Vietnamese, Lao, Farsi, Spanish, and other languages.
Fees Tuition fees for those who enroll in AJOB's English Language Institute of the Bay Area (ELIBA) program, Graphic Design and Clerical Computer Literacy classes.
Access Handicap accessible. Accessible by AC Transit and BART.

ASSETS Senior Employment Opportunities

Address 150 Frank H. Ogawa Plaza, Suite 4353, Oakland, CA 94612
Phone (510) 238-3535

Fax	(510) 238-7724
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Purpose	Offers free job placement and training services to low- income residents of Alameda County, who are 55 years or older. Participants earn a minimum wage while receiving the training needed to make the transition to full or part-time jobs outside the program. The goal is to train mature adults for entry or re-entry into the competitive labor market.
Services Provided	Job Counseling, Job Development, Job Placement Assistance, Skills Assessment, Work Experience.
Training Provided	Basic Skills, Computer Programs, Early Childhood Education, Introduction to Computers, Life Skills.
Eligibility	Must be 55 years or older, be a resident of Alameda County, Berkeley, and meet the federal income guidelines.
Foreign Language Access	Chinese, Spanish, and Tagalog. Access by BART (12th Street Station) and many AC Transit bus lines.

Bay Area Community Services, Inc. (BACS)

Address	7901 Oakport Street, Oakland, CA 94621
Phone	(510) 613-0330
Fax	(510) 569-4589
Contact	Executive Director
Purpose	A non-profit organization serving the needs of adults with severe and persistent mental illness and seniors. Provides appropriate, cost-effective alternatives to help clients avoid institutionalization and improve their quality of life. In collaboration with a variety of service agencies, BACS is able to provide clients supportive and ongoing care, ultimately helping to keep them connected to their communities.
Services Provided	Adult Day Care, Adult Day Health Care, Affordable Home Care, Meals on Wheels and Senior Nutrition, Money Management Assistance Program, Oakland Senior Shuttle, Case Management/Support Independent Living, Creative Living Centers, Crisis Residential Program, Employment Program, Job Counseling.
Training Provided	On-the-Job training

Berkeley Adult School Center & Technical Education Dept.

Address	1701 San Pablo Avenue, Berkeley, CA 94702
Phone	(510) 644-6130 Main Office
Fax	(510) 644-6784
Website	http://bas.berkeley.net
Hours	Main Office Hours: Monday through Thursday 8:00 a.m. - 3:45 p.m. and 6 p.m. – 9:30 p.m., Fridays 8:00 a.m. – 2:00 p.m.
Contact	Thomas Orput, Vice Principal, CTE & Fee Based Classes (510) 644-8973 torput@bas.berkeley.net Jacqueline Boutté, CTE Program Manager (510) 644-8972

jboutte@bas.berkeley.net

Purpose	Offers a variety of vocational skills training classes, vocational English and English as Second Language (ESL) classes to prepare students for employment. GED preparation, independent study, high school diploma, and Adult Secondary Education (ASE) classes are available. See catalog for complete listing.
Services Provided	Referrals to Employment Agencies, Job Listings, One Stop Career Centers, Typing Tests, Resume and Application Assistance, Drop-in Computer and ESL Computer Labs. Assessment Testing for Boston Reed courses, Vocational counseling and information and referral to various agencies such as food banks, clean slate programs, housing, Workability II and Life Skills classes.
Training Provided	Computer Keyboarding/Typing, Introduction to Computers, MS Office, Word and Excel Certification, PowerPoint, Photoshop CS, GoLive CS, Illustrator CS, InDesign CS, Web Publishing, Network Technology, Computer Repair/A+ Certification Preparation. Also, Business Communication/Job Preparation, Forklift Driver, Certified Nursing Assistant (CNA)/Certified Home Health Aide (C.H.H.A.), Medical Clerical, Medical Terminology, Clinical Medical Assistant, Health & Science Technology I & II, Pharmacy Technician, Home Care Worker, and ESL classes. Diverse programs for Older Adults. Saturday Workshops. Special Fee Based Classes such as Arts, Dance, Languages, Traffic School, and others.
Eligibility	Must be a student enrolled in a class(es) at Berkeley Adult.
Foreign Language	Spanish, Italian, German, French, Arabic, Cantonese, Portuguese, and more (interpreters available by appointment).
Fees	Call for information.
Access	School is wheelchair accessible. Accessible by North Berkeley BART and bus lines 51 and 72. Call AC Transit and BART for schedules.

Berkeley City College (Formerly known as Vista Community College)

Address	2050 Center Street, Berkeley, CA 94704
Phone	(510) 981-2800
Fax	(510) 841-7333
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Contact	Dr. Mario Rivas, Vice Principal, Student Services
Purpose	Vista Community College is one of the community colleges in the Peralta college system. Vista offers general education courses, business, and vocational courses.
Services Provided	(Services available only to enrolled students.) Job Listings and Counseling, Career/Transfer Center
Training Provided	Word Processing, Computer Training, Accounting, American Sign Language, Travel Agency, Multimedia, International Trade, and Social Service Paraprofessional courses.
Foreign Language	Spanish
Tuition	\$26.00 per unit, waivable for lower income.
Access	Accessible to disabled students.

Berkeley Work Source One Stop Center

Address	1947 Center Street, Berkeley, CA 94704
Phone	(510) 981-7550
Fax	(510) 981-7560
Email	rep1@ci.berkeley.ca.us or sic1@ci.berkeley.ca.us
Hours	Monday through Friday 9:00 a.m. – 4:00 p.m.
Contact	Sidney Coulter, Employment Specialist
Purpose	Recruitment and referral of qualified applicants to local businesses.
Services Provided	Career counseling, employment workshops, direct job matching placement, computer/internet access, free phone use, faxing and copying. Individual career counseling offered by appointment only. These services are provided to residents of Berkeley, Albany and Emeryville.
Foreign Language Access	Spanish AC Transit bus lines 51 or 42 as well as BART (Downtown Berkeley Station – Richmond Line).

Building Opportunities for Self-Sufficiency (BOSS)

Address	1433 Webster Street, Suite 100, Oakland, CA 94612
Phone	(510) 891-8773 Ext. 324
Fax	(510) 891-8775
Contact	Pat Howard, Employment Specialist
Purpose	BOSS is a multi-funded agency dedicated to the support of homeless, disenfranchised and low income people in Alameda County. BOSS Employment Services specifically addresses short and long term career and educational goals to provide a pathway to self-sufficiency. This will bring financial and employment security to clients and their families.
Services Provided	For Alameda County residents only. GED, Soft Skills Training, Resume Writing, Job Development, Job Search, Interview Prep, Computer Training, Workforce Life Skills, Case Management, Job Referrals, Customer Service, Career Assessment, Career Counseling, Computer access for job search.
Foreign Language Access	None Easy access to facility, near BART and Bus lines. BOSS Employment offices are located two blocks from Broadway & 14 th Streets in Downtown Oakland.

California State Department of Rehabilitation

Address	Downtown Oakland Office, 1515 Clay St., Suite 119, Oakland, CA 94612
Phone	(510) 622-2764
Fax	(510) 622-2797
Purpose	The Department of Rehabilitation is a State funded agency providing services to disabled California residents to enable them to find employment and become self-sufficient.

Services Provided	Vocational Evaluation, Job Counseling, Job Development, Job Referral, Job Placement, Certification of eligibility for specific work programs, Funds for On-the-Job Training.
Training Provided	Job Seeking Skills Workshop, On-the-Job Training
Foreign Language	An interpreter will be provided, if needed, for Spanish, Chinese, Cambodian, Japanese, Korean, Samoan, Tagalog, Vietnamese and Sign Language for the hearing impaired.

Cambodian Community Development, Inc.

Address	1900 Fruitvale Ave #3, Oakland, CA 94601
Phone	(510) 535-7172
Fax	(510) 532-5839
Email	ccdincambo@yahoo.com
Website	www.ccdi.org
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact	Cindy Hay, Employment Support Specialist
Purpose	Cambodian Community Development, Inc. (CCDI) is a grassroots volunteer-base organization funded by a group of concerned activists in 1997 to assist Cambodian refugees and immigrants in Oakland to overcome social, cultural and economic barriers to independence and self-sufficiency.

Services Provided Various services include the following:
 Employment Program: Comprehensive Integrated Resources for CalWorks Limited English Speakers (CIRCLES) is a job readiness and employment program for limited English speaking CalWorks recipients. Provides WIA Title I Program that serves low income clients and dislocated workers for employment and on the job training, job placement, and retention. CIRCLES offer intensive ESL and vocational skill classes, computer training, one on one counseling, support groups, job readiness training, job placement, access to transitional work experience, career advancement services, and assistance with transportation and child care services.

Sanction Services: Helps CalWorks families who have been cut off from cash aide, food stamps, SSI, or CAPI. Provides legal advocacy and support services to families encountering barriers in their transition from welfare to work.

After-School Tutoring Program: In collaboration with New Hope Covenant Church and Oakland Ready To Learn, provides after-school tutoring for youth.

Health Care Links: Links families who do not have health insurance to the Healthy Families program and/or Medi-Cal.

Legal Clinic: In collaboration with the Asian Law Caucus, provides clients with information on naturalization, deportation, INS detention,

public interest parolees, affidavits for support, family based petitions, violence against women act petitions (for abused spouses).

Senior Citizenship Services: Provides Citizenship classes twice a week as well as one on one. Translate and transport clients to and from their interview.

Senior Support Services: Provides health education, and assists in reading and filling out paper work.

Eligibility	Only for low-income participants.
Foreign Language	Cambodian, Spanish, Arabic, Lao, Mein, Vietnamese, Cantonese, Mandarin and Amharic.
Fees	Free
Access	Accessible by Bus/BART, located two blocks from the 12th Street BART Station. The building is handicapped-accessible.

Catholic Charities of the East Bay

Address	433 Jefferson Street, Oakland, CA 94607
Phone	(510) 768-3100
Fax	(510) 451-6998
Website	www.cceb.org
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact	Sister Elizabeth Lang, Program Director
Purpose	Catholic Charities is a multi-services non-profit social services agency providing a variety of support services -including employment services- to adults, refugees and seniors. Multi-lingual staff is available for counseling and translation.
Services Provided	Job Counseling, Referral and Placement Services.
Training Provided	Weekly networking support and referral group meeting held for clients unemployed due to homelessness, incarceration, prior substance abuse, poor work history and lack of skills. Pre-Employment Workshops
Access	Accessible to persons with disabilities. Available transit from 12th Street, City Center BART, 3 blocks away from Broadway buses.

Catholic Charities – Refugee Employment Assistance Center

Address	433 Jefferson Street, Oakland, CA 94607
Phone	(510) 768-3100
Fax	(510) 451-6998
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m. (Closed 12 p.m. – 1 p.m.)
Contact	Sister Elizabeth Lang, Program Director Aldric Chau, Oakland Site Coordinator
Services Provided	Job Counseling, Development and Placement, Vocational English as a Second Language (ESL), Basic computer Training, basic Adult Education.
Eligibility	Must be refugees receiving Welfare, General Assistance, immigrants with low income, and residents of Alameda County.

Foreign Language Russian, Spanish and Vietnamese.
Access Accessible to persons with disabilities. BART 12th St., AC Transit Broadway buses.

Center for Independent Living (CIL)

Address Downtown Oakland Office, 610 16th Street, Suite 419, Oakland, CA 94612
Phone (510) 763-9999
Fax (510) 763-4910
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Dave Davis, Program Manager

Address Eastmont Town Center Office , 7200 Bancroft Ave., Oakland, CA 94605
Phone (510) 635-4920
Fax (510) 635-4261
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Cheryl Pittman, Independent Living Specialist

Address Fruitvale Office, 1470 Fruitvale Ave., Oakland, CA 94601
Phone (510) 536-2271
Fax (510) 261-2968
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Dave Davis, Program Manager

Address Berkeley Office, 2539 Telegraph Avenue, Berkeley, CA 94704
Phone (510) 841-4776
Fax (510) 841-6168
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Gerald Baptiste, Deputy Director

Purpose The Center for Independent Living (CIL) is a national leader in helping people with disabilities live independently and become productive, fully participating members of society. The staff and board, most of whom have disabilities, are strongly committed to supporting others in their efforts towards self-sufficiency.

Services Provided Personal assistance services, Blind services, Deaf services, Employment services, Financial benefits counseling, Housing counseling and placement Legal Clinic, Information and referral services, Peer support services, Youth and family services, Job seekers with disabilities receive assistance in identifying job goals and in gaining interviewing and resume writing skills. Consumers are taught job search techniques and receive job referral and follow-up counseling. Prospective employers may receive work site analysis, technical accommodation instruction, awareness seminars, and qualified applicant referrals upon request.

Foreign Language Spanish and Chinese, American Sign Language (ASL)
Access Fully accessibly to people with all types of disabilities. Located near BART and local bus lines serving Alameda County.

Child Care Links

Address	250 East 18th Street 2nd Floor, Oakland, CA 94606
Phone	(510) 268-0106
Fax	(510) 268-0548
Email	stracher@childcarelinks.org
Hours	Monday through Friday 8:00 a.m. – 4:00 p.m.
Contact	Sophie Trascher
Purpose	To strengthen and support children and families through child care services and employment services.
Services Provided	Subsidized child care for eligible CalWorks participants. Employment services. Resume writing, interview skills, soft skills, appropriate dress, employer expectations training. When available – clerical skills, computer training (Word and Excel). Approval of subsidized child care while in employment services and employment.
Screening	Initial interview based on referrals from Alameda County Social Services.
Foreign Language	Spanish, Cantonese, Vietnamese, Farsi
Fees	Sliding scale for child care subsidies.
Access	Elevator

City of Oakland Local Construction Employment Referral

Address	250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612
Phone	(510) 238-7353
Fax	(510) 238-3258
Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact	Jonathan Dumas, Job Developer Dollie Garvin, Job Developer
Services Provided	Client must be interested in the construction industry. Construction Referral Services. Skilled and unskilled construction workers referred to apprenticeship programs.
Eligibility	Oakland residents only.
Fees	No fee
Access	Located in downtown Oakland, close to BART and Bus transportation.

Clausen House Supported Employment

Address	650 Grand Avenue, Oakland, CA 94610
Phone	(510) 208-4685
Fax	(510) 208-3335
Email	neil@clausenhouse.org
Hours	Monday through Friday 9:30 a.m. – 5:00 p.m.
Contact	Neil Armstrong
Purpose	Provide placement, training and employment support to adults with developmental disabilities.

Services Provided	Job development, job coaching and job counseling. In individualized programs, motivated adults with developmental disabilities are selected and prepared for interviews in their field of interest and suitable jobs are developed.
Training Provided	For clients accepted into the program, focus is placed on interest, job development and ongoing job coaching.
Screening Eligibility	Full review of case history, intensive interviews and reference checks. Must be eligible for Regional Center/DOR services and age 18 and above.
Fees	Private pay or DOR/Regional Center funding.
Access	Accessible by public transportation.

College of Alameda

Address	555 Atlantic Avenue, Portable 800B, Alameda, CA 94501
Phone	(510) 748-2163
Fax	(510) 769-6019
Contact	Career and Human Resource Services Representative
Purpose	The College of Alameda is one of the Peralta Community Colleges serving East Bay residents. Classes offer skills training and vocational training for entry level and skilled employment. Services available to College of Alameda students and graduates, only.
Services Provided	Job Listings, Job Counseling and Placement, Employment Information, Vocational Testing, Employment Services are provided by the Job Placement Center.
Training Provided	Aviation Mechanics, Fashion Arts, Secretarial Science, Dental Assistant Training, Medical Assistant Training, Diesel/Auto Mechanics, Special Education Assistant Training, Marketing/Purchasing Program.

Consortium of United Indian Nations (CUIN)

Address	1320 Webster Street, Suite 202, Oakland, CA 94612
Phone	(510) 763-3410
Fax	(510) 763-3646
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Contact	Sally Gallegos, Director
Purpose	The Consortium of United Indian Nations (CUIN) is a non-profit organization committed to provide employment and training services to Bay Area Native Americans, Alaskan Natives, and Hawaiian Natives.
Service Provided	Job Counseling, Job Referral, Job Placement, Job Search Assistance, Classroom Training, Transitional Housing.
Training Provided	Job Preparation workshops, Referrals to training programs with \$3.00 per hour stipends. Screening, Initial assessment of needs.
Eligibility	Proof of being a Native American, Alaskan Native or Hawaiian Native descents. Proof of residency.
Foreign Language Access	Numerous indigenous languages. Wheelchair accessible

Covenant House California

Address	2781 Telegraph Avenue, Oakland, CA 94612
Phone	(510) 625-7800
Fax	(510) 625-7811
Email	jmartinez@covoakland.org
Hours	Monday through Friday 9:00 a.m. – 6:00 p.m.
Contact	Julie Maxson, Program Director Jennifer Martinez, Employment Specialist
Services Provided	Case management, computer training, employment assistance, life skills, educational/vocational services, showers, food and clothing, activities and field trips.
Eligibility	Youth between 13-22 years of age residents of Alameda County.
Foreign Language	Spanish.
Access	Handicap accessible. AC Transit bus lines 43, 40 and 40L; BART, located between MacArthur and 19 th Street stations.

Crossland's Investigative and Security Services (CISS)

Address	P.O. Box 1074, San Leandro, CA 94577
Phone	(510) 710-0268 or (510) 532-0410
Fax	(510) 291-2215
Email	mmilt42@yahoo.com
Website	www.crosslandpi.net
Hours	Depend on service need.
Contact	Milton Crossland, Sr., Owner
Purpose	To provide any type of investigative, security, or security officer training to any vendor/client.
Services Provided	Investigations and security; and training.
Screening	Varies, depending on service need.
Eligibility	Varies, depending on service need.
Fees	Varies, depending on need.
Access	Disability accessible.

Cypress Mandela / Women In Skilled Trades (WIST)

Address	2229 Poplar Street, Oakland, CA 94607
Phone	(510) 208-7450
Fax	(510) 835-3726
Email	jerirobinson@yahoo.com
Hours	Monday through Friday 7:00 a.m. – 3:30 p.m.
Contact	Art Shanks, Project Director / Ruby Galloway Jeri Robinson, Office Manager
Purpose	Provides construction training to men and women who want to have a career in the construction/building trades. Upon successful completion of

	the 16 week course graduates are placed with union contractors throughout the Bay Area.
Services Provided	Training includes development in basic carpentry, ironwork, masonry, plumbing, electrical, surveying and applied math. Three weeks of the curriculum are devoted to environmental cleanup training leading to California State Certification. A significant amount of class time is dedicated to Life Skills and job readiness. Union placement with construction contractors upon successful completion of the 16 week curriculum.
Training Provided	Carpenters, Painters, Surveying, Cement Masons, Pile Drivers, Life Skills, Electricians, Laborers, Resume Writing, Iron Workers, Hazardous Materials, Plumbing, Lead Abatement, Operating Engineers, AutoCAD, Environmental Cleanup, Applied math for construction.
Screening	Assessment testing and panel interviews and timely documentation. Timely submittal is also used as a measurement for screening.
Eligibility	18 years of age and older, High School/GED, Green Card, Valid CA Driver's License or ID, DMV Printout, Social Security Card
Access	Accessible by West Oakland BART and the 14 bus line. Not handicap accessible.

Davis Street Family Resource Center

Address	3081 Teagarden Street, San Leandro, CA 94577
Phone	(510) 347-4620
Fax	(510) 483-4486
Hours	Monday through Friday 8:30 a.m. – 8:00 p.m.
Services	Workforce Development programs, licensed child care, free acute medical and dental clinics, mental health services, clothes closets, motel vouchers, PGE assistance, tax preparation, food assistance, and computer training.
Eligibility	Low income, working poor, senior citizens, disabled and the homeless.
Foreign Language	Arabic, Spanish, Tagalog and Cantonese.
Access	BART, bus line 55 and Links Shuttle.

East Bay Asian Youth Center

Address	2025 East 12th Street, Oakland, CA 94606
Phone	(510) 533-1092, Ext. 27
Fax	(510) 533-6825
Email	gianna@ebayc.org
Website	www.ebayc.org
Hours	Monday through Friday 9:00 a.m. – 7:00 p.m.
Contact	Gianna Tran, Deputy Executive Director
Purpose	To provide comprehensive support services to multicultural youth and their families.
Services Provided	Counseling/Case Management, Parent Organizing, Academic Support/Tutoring, and Internships. Internships to High School Students:

	Media Training; Teaching Internships at Roosevelt Middle School; Garfield, Franklin, and Manzanita Elementary Schools.
Eligibility	Youth must be motivated, focused individuals who are willing to commit time and energy after school for at least one semester.
Fees	Free
Access	Handicap accessible.

East Bay Conservation Corps.

Address	1021 - 3rd Street, Oakland, CA 94607
Phone	(510) 992-7800
Fax	(510) 992-7950
Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact	Joseph A. Billingsley, Support Services Manager
Purpose	Provide on-the-job training in conservation projects, placement services, life skills training and education to young adults 17-24 years old. Participants must not have a history of violent behavior and be physically able to perform job related tasks.
Services Provided	Job Counseling, life skills development, resume writing, interviewing skills, citizenship preparation and post-program support.
Training Provided	On-the-job training in landscaping, recycling and park maintenance with East Bay Park Districts, East Bay Municipal Utilities District, City of Oakland, and EBCC Recycling Program. High School Diploma through EBCC charter school.
Foreign Language	Spanish

East Bay Vietnamese Association, Inc.

Address	1218 Miller Avenue, Oakland, CA 94601
Phone	(510) 533-4224
Fax	(510) 533-4219, (Call before faxing)
Contact	Lai Van Luu, Director/Job Developer
Purpose	The East Bay Vietnamese Association, Inc., is a community-based agency providing assistance to refugees to help them become self-supportive.
Services Provided	Job Counseling, Job Referral, Job Placement, Bilingual Staff (Vietnamese, Cantonese), Translation/Interpretation, Escort Services
Training Provided	Electronic Assembly Training

EASTBAY Works One Stop Career Center - Concord

Address	Concord Office: 4071 Port Chicago Hwy, Suite 250, Concord, CA 94520
Phone	(925) 671-4500
Fax	(925) 646-5563
Website	www.eastbayworks.com
Hours	Monday, Wednesday, Thursday, Friday 8:30 a.m. – 5:00 p.m.

Contact	Tuesday 8:30 a.m. – 7:00 p.m.
Purpose	Claire Marchiano, Site Manager Comprehensive workforce development and labor market information and a host of other no-fee services to individuals and youth. Our network of centers are located throughout Alameda and Contra Costa Counties. Employers are encouraged to post job openings and receive assistance with employment needs.
Services Provided	Access to computers, fax, copiers and phones, Skills Assessment, career counseling and workshops, Online resume posting and job referrals On-site employment recruitment, Education and training resources
Eligibility	The Career Center is available to anyone looking for a job. Orientation Tours are available at 10:00 a.m. and 1:00 p.m. daily. Everyone is encouraged to attend an orientation tour before using any of the Career Center resources.
Fees	There is no cost to use the services of the Center.
Access	Close to BART and bus stops. Auxiliary aids and services are available upon request to individuals with disabilities or foreign language needs.

East Oakland Community Project

Address	5725 International Blvd., Oakland, CA 94621
Phone	(510) 532-3211
Fax	(510) 532-2112
Email	eastoaklandcommproj@sbcglobal.net
Hours	Open 24 hours
Contact	Kim Parish, Program Director
Purpose	Provides homeless individuals and families with the necessary skills that allow them to regain self-reliance and obtain housing and employment.
Services Provided	Sleeping space, 3 daily meals, shower and laundry facilities, access to clothing and computers, case management, life skills training, substance abuse and mental health clinic, transitional housing program for youth age 18-25 (Our House).
Training Provided	Basic Life Skills
Screening	Via telephone
Eligibility	Low to no income
Fees	Varies.
Access	Not wheelchair accessible. Near BART and AC Transit

East Oakland Youth Development Center Project J.O.Y.

Address	8200 International Blvd., Oakland, CA 94621
Phone	(510) 569-8088
Fax	(510) 632-6942
Contact	Jackie Anderson, Job Developer/Trainer

Purpose Project J.O.Y. (Job Opportunities for Youth) is a community-based agency providing counseling and employment services for Oakland youth ages 16-24.

Services Provided Job Development, Job Referral, Job Placement, Job Counseling

Training Provided Job Preparation Workshops

Eden Area One Stop Career Center

Address 24100 Amador Street, Hayward, CA 94544

Phone (510) 265-8366 – Ben Martinez
(510) 259-3519 – Rosalinda Miramontes

Fax (510) 265-8350

Email bmartinz@acgov.org or rmiramon@acgov.org

Hours Monday, Tuesday, Thursday, Friday 8:30 a.m. – 5:00 p.m.
Wednesday 8:30 a.m. – 7:00 p.m.

Contact Ben Martinez, Business Services Representative
Rosalinda Miramontes, Business Services Representative
AnnaMaria Flechero, Career Center Manager
Mary Miller, Program Manager

Purpose Comprehensive workforce development center providing employment services to job seekers and employers. Member of the EastBay Works network of agencies in Alameda and Contra Costa counties.

Services Provided Job seeker services include access to resource room with computers, telephones, fax machines, workshops, job club, job leads, skills assessment, career advice, counseling, on-the-job (OJT) training and classroom training opportunities. Business services include OJT Contract development, customized training for incumbent workers, on site recruitment, informational workshops and pre-screening applicants, Rapid Response activities to comply with WARN requirements applicable to company closures and downsizing.

Eligibility Some job seeker services are limited to Alameda County residents or part of a lay-off in Alameda County. Most job seeker services are available to anyone. Employer services are generally provided to local employers hiring in the Bay Area.

Foreign Language Spanish, Cantonese, Laotian, Mongolian, Tagalog, Thai

Fees No cost services.

Access BART and bus accessible. Facilities are ADA compliant. Vocational Rehabilitation services available on site.

Employment Development Department (EDD) State of California Job Services

Address 675 Hegenberger Road, 3rd Floor, Oakland, CA 94621-1909

Phone (510) 563-5200 Information
(510) 563-5283 Job Orders

Fax (510) 563-5347

Purpose	EDD is a State-funded agency providing employment services to unemployed and under-employed California residents.
Services Provided	Employment Assessment, Job Referral, Job Placement
Training Provided	Job Search Workshops, Resume Writing, Individual Counseling for Career Choice or Change

English Center for International Women (ECIW)

Address	PO Box 9968, Mills College, 5000 MacArthur Blvd., Oakland, CA 94613
Phone	(510) 430-2064 ext. 2234
Fax	(510) 430-2250
Email	eciwcap@mills.edu
Hours	Monday through Friday 9:00 a.m. – 7:00 p.m.
Contact	Debra Jonsson, Career Advancement Program Coordinator
Purpose	Women Employed Program gives intensive English, U.S. culture and job preparation to permanent resident women from all over the world. Participants must have at least intermediate English to begin ECIW.
Training Provided	Intensive, Intermediate and Advanced English. Computer Applications. ECIW teaches participants how to look for work and provides job development for job ready students. American Work Ethics classes.
Eligibility	Non-native speaker, High School completed or G.E.D. in progress, legal permission to work in the U.S. and committed to full time study of the English Language.
Foreign Language Fees	Program information in Spanish, Mandarin, Russian and Japanese. Depends on program type and length; sliding scale depending on family income.
Areas Served	Oakland and surrounding areas.
Access	Handicap accessible. Bus lines 58, 57, N. From the Coliseum BART Station, take the 58 going to Jack London Square. From downtown Oakland: Take the 58 going to the Oakland Airport. Or take the 57 line from the MacArthur station. ECIW is located on the Mills College Campus, very close to the off-ramp of Highway 580 East. Take the MacArthur Blvd. exit.

Experience Unlimited

Address	675 Hegenberger Road, 3 rd Floor, Oakland, CA 94621-1909
Phone	(510) 563-5310
Fax	(510) 563-5334
Hours	Monday through Friday 8:30 a.m. – 4:30 p.m. Orientation, Thursdays 1:30 p.m. – 3:00 p.m.
Contact	Michael Yu, Coordinator
Purpose	Experience Unlimited services are designed to assist job seekers who, by education, training and/or work experience, represent professional, technical, and managerial fields.
Services Provided	Job Search & Career Transition Support. Individual & group career coaching. Career resource library; job leads, weekly speakers on job

search topics. Internet access. Full office with phones, fax, copier, and computers. Networking with other professionals. Workshops on career transition, networking, cover letters & resumes; interviewing and salary negotiation techniques. Peer counseling and Support for Job Seekers.

Fees No fee.
Access Wheelchair accessible

Family Bridges

Address 158 11th Street, Oakland, CA 94607
Phone (510) 839-2022
Fax (510) 839-2435
Email denvery@fambridges.org
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Denver Yu, HR Manager
Purpose Family Bridges is a community-based agency providing social services to the immigrant and refugee population of Alameda County. The training services are provided to Oakland residents only. Fees charged on a sliding scale.
Services Provided Job Counseling, Referral and Placement, 4-Week Job Club for Cal-Works Applicants, Vocational English as a Second Language
Training Provided Production Training Program, Pre-Employment Training, Computer Training.
Foreign Language Cantonese, Mandarin and some Vietnamese spoken.

Family Life Resource Center

Address 2647 International Blvd., Suite 419, Oakland, CA 94601
Phone (510) 261-6096
Fax (510) 261-6498
Email black5258@sbcglobal.net
Contact Kweli Gibson, Director; Joy Jones, Administrative Assistant
Hours Monday through Friday, 9:00 a.m. – 5:00 p.m.
Purpose A community based organization which provides health care services to children, youth and families.
Services Provided Assist families in receiving primary medical care and health education information. HIV/AIDS counseling, HIV testing, STD education, Teen pregnancy prevention services, Crisis and family counseling.
Eligibility Services are available to all residents and community members. No fees charged to clients.
Fees Free
Access BART/Bus nearby

Filipinos for Affirmative Action

Address	310 - 8th Street, Suite 306, Oakland, CA 94607
Phone	(510) 465-9876
Fax	(510) 465-7548
Email	filipinos4action.org
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact	Lillian Galedo, Executive Director Ed Valladares, Newcomer Coordinator Rhonda Ramiro, Case Manager
Purpose	To build community by addressing the needs of the most vulnerable through direct service and volunteerism and by strengthening our community's capacity to participate as equals in the larger society.
Services Provided	Information and referral, employment referral, immigration assistance (fee for service on sliding scale), youth counseling, pregnancy prevention, HIV prevention, organizing.
Foreign Language Access	Tagalog, Ilocano, Cebuano, and Ilonggo. BART, 12th Street and Lake Merritt stations; bus lines 72 and 51.

Goodwill Industries of the Greater East Bay

Address	1301 - 30th Avenue, Oakland, CA 94601
Phone	(510) 534-6666
Fax	(510) 533-3103
Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Contact	Tom Barrot, Director of Employment Services Fatima England, Community Employment Administrative Asst.
Purpose	For about 100 years Goodwill Industries has been providing employment and training services to residents of Alameda, Contra Costa and Solano counties with barriers to employment.
Services Provided	Community employment services and job training services. Job counseling and development, work adjustment program, work experience program vocational evaluations, and job placement. Calidad Industries: Disability program custodial services.
Training Provided	Retail/Sales Training, Central Clerical Training, Janitorial/Custodial/Grounds Maintenance, Truck Driving/Delivery Worker, Dock and Material Handler, Job Seeking Skills Training
Eligibility	Individuals with employment barriers: lack of job experience, six months without a job prior of hiring is required or erratic work history over 12 months time period.
Foreign Language	Spanish

Goodwill Job Placement Centers

Address	1301 30 th Avenue, Oakland, CA 94601
Phone	(510) 568-9297, extension 216

Fax (510) 436-6038
Address 1684 - 7th Street, Oakland, CA 94607
Phone (510) 268-0315
Fax (510) 268-0864
Hours Monday through Friday 8:30 a.m. – 5:00 p.m.
Services Provided Computer training, Job leads, Resume Assistance, GED preparation
Foreign Language Spanish

Inter-City Services (ICS)

Address 3269 Adeline Street, Berkeley, CA 94702
Phone (510) 655-3552
Fax (510) 655-3554
Hours Monday, Wednesday, Friday 8:30 a.m. – 5:00 p.m.
Tuesday, Thursday 8:30 a.m. – 9:00 p.m.
Contact Mansour Id-Deen, Executive Director
Purpose Inter-City Services (ICS) is a community-based agency providing employment and training services to a diverse population. Special consideration is given to low/moderate income individuals. Must be 18 years or older.
Training Services Office Automation: Microsoft Word, Excel Access, and PowerPoint
Computer Technician: A+ Preparation, Computer Repair and Computer Up-Grade Training.
GED Preparation: Math, Reading, Writing, Social Studies, and Science
Adult Basic Education (ABE): Math and English Up-Grade
Eligibility Serves East Bay residents.
Access BART and AC Transit

Jewish Vocational and Career Counseling Service (JVS)

Address 225 Bush Street Suite 400, San Francisco, CA 94104
Phone (415) 391-3600
TDD (415) 391-2846
Fax (415) 391-3617
Website www.jvs.org
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Call the front desk for general information and orientation schedules.
Purpose JVS strengthens the Bay Area community by helping people – particularly those with barriers to employment – acquire the skills and resources to find and keep meaningful employment and progress towards the goal of self-sufficiency. Founded in 1973, JVS is a non-sectarian, not-for-profit corporation.
Services Provided Individualized career counseling, Job search workshops and support groups, Computer skills classes, Access to computers, printers, and employment resources, Vocational, employment and transition programs for youth with disabilities.

Training Provided	Vocational English as a Second Language (VESL); Retail and Hospitality Training; Bringing Employment Specialists to Tomorrow (BEST); Legal Employment Action Program (LEAP); Legal Skills Training and Advancement Resources Program (Legal STAR); Licensed Vocational Nurse (LVN) Refresher Program; Registered Nurse (RN) Refresher Program.
Eligibility	Varies by program, call to inquire.
Foreign Language	Amharic, Boanian, Chinese (Cantonese, Mandarin, Toi Shan), French, German, Polish, Russian, Samoan, Serbo-Croatian, Spanish, Tagalog, Tigray, and Ukrainian.
Fees	Most services are available at no cost to participants.
Access	Near BART (Montgomery Street) and MUNI bus lines.

Korean Community Center of the East Bay (KCCEB)

Address	4390 Telegraph Avenue, Suite A, Oakland, CA 94609
Phone	(510) 547-2662
Fax	(510) 547-3258
Email	general@kcceb.org
Hours	Monday through Friday 9:30 a.m. – 5:30 p.m.
Contact	Scott Kim, Operations Director
Purpose	To empower the Korean American and other communities of the Bay Area through education, advocacy, service and the development of community-based resources.
Services Provided	Citizenship & Immigration, Social services, Domestic violence, Virtual Village, Youth Program, Cultural Summer Camp, Senior Support
Foreign Language	Korean
Fees	Varying fees for some immigration/citizenship services.
Access	Handicap accessible. Accessible by public transportation.

Laney College Student Employment Center

Address	900 Fallon Street, Room 300, Oakland, CA 94607
Phone	(510) 464-3124
Fax	(510) 464-3559
Email	cgriffin@peralta.edu
Contact	Cleophas Griffin, Office Director
Purpose	Laney Community College is one of the community colleges in the Peralta Community College system serving East Bay residents. Classes offer skills training and vocational training for entry level and skilled employment. Must be a currently enrolled Peralta student or alumni.
Services Provided	Job Seeking Skills/Job Development, Resume and Cover Letter , Composition, Assistance with Interview Techniques, Access to Job Listings, Referral and Follow-up Services.

Carpentry Department

Phone	(510) 464-3447
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Fax (510) 464-3231
Contact Cynthia Correia, Department Chair
Foreign Language Chinese, Spanish and Vietnamese.

Laney College Workforce Development

Address 900 Fallon Street, Oakland, CA 94607
Phone (510) 986-6920
Fax (510) 986-6924
Contact Benita Baines, Director
Palischer Ratliff, Staff Assistant
Terry Day, Counselor
Sylvia Gonzales, Jobs Specialist
Services Provided Short term vocational training - 25 programs, Job Placement Assistance, Job Development, Advice & Counsel mediation in dealing with the County serving the Greater Oakland Metropolitan area.
Eligibility Welfare recipient
Foreign Language Spanish, Chinese, Mien and Vietnamese.
Access Wheelchair accessible, BART - Lake Merritt Station, AC Transit

Lao Family Community Development, Inc.

Address 1551 - 23rd Avenue, Oakland, CA 94606
Phone (510) 533-8850
Fax (510) 533-1516
Email maiguach@laofamilynet.org
Hours Monday through Friday, 8:30 a.m. – 5:00 p.m.
Contact Mai Guach, Employment Director
Purpose To assist refugees and immigrants of South East Asia and other refugee and immigrant communities, as well as low income, limited English speaking refugees and immigrants, adapt to life in the United States and to achieve social & economic self sufficiency
Services Provided One-Stop affiliate career center, employment services, youth employment services, youth and family support services, adult education, multilingual home ownership center, individual development account, crime victim services, domestic violence counseling, volunteer income tax assistance, food stamp screening and application assistance. Assist clients to obtain and retain employment and maximize their ability to become self sufficient. Deliver culturally appropriate job search, career counseling & job placement and follow up retention services. Work experience and internship.
Training Provided English literacy, civic education, consumer education outreach, South East Asian Young Learners, ESL Computer training.
Foreign Language Laotian, Mien, Chinese (Cantonese/Mandarin), Bosnian, Spanish and Vietnamese, Cambodian, Thai, Ukrainian, Arabic, Farsi, Dari, Russian, Burmese, Japanese, Khmu, Urdu, Kario, Timani.

LDS Employment Resources

Address	4780 Lincoln Avenue, Oakland, CA 94602
Phone	(510) 531-7641
Fax	(510) 531-8892
Email	ldsmail.net
Hours	Thursdays 4:00 p.m. – 8:00 p.m.
Contact	Don and Peg Murray
Purpose	The Latter Day Saints Church Employment Resources assists individuals to find employment resources and to become fully employed.
Services Provided	Job search, screening interviews, qualification assessment and job placement.
Foreign Language	English speaking only. However, interpretation can be arranged.
Fees	None

Merritt Community College Career Center

Address	12500 Campus Drive Bldg. Q202, Oakland, CA 94619
Phone	(510) 436-2445
Fax	(510) 434-3825
Email	career@merritt.edu
Hours	Monday, Tuesday, Thursday 9:00 a.m. – 6:00 p.m. Wednesday and Friday 8:00 a.m. – 5:00 p.m.
Contact	Horace Graham
Purpose	To provide a variety of employment services to job seekers.
Services Provided	Job Search, Resume assistance, Interview assistance, Career self-assessment, job exploration on-line, copying, faxing and telephone for employer contacts. College counseling assistance, transfer to 4 year university assistance.
Training Provided	Information on certificate programs offered at the Peralta colleges
Foreign Language	Spanish
Access	Bus lines 54, 61, and 64

Next Step Learning Center

Address	2222 Curtis Street, Oakland, CA 94607
Phone	(510) 251-1731
Fax	(510) 251-8028
Email	nextsteplc@earthlink.net
Hours	Monday through Friday 9:30 a.m. – 3:00 p.m.
Contact	Sister Cynthia Canning, Co-Director Sister Rosemary Delaney, Co-Director
Purpose	Next Step Learning Center's mission is to strengthen Oakland families and communities through intensive tutoring and other programs in basic literacy.

Services Provided	Adult Basic Literacy, Pre-GED Instruction, GED Preparation and Counseling.
Screening	Initial reading assessment for placement purposes.
Eligibility	Age 17 or older; English speaking (fluent enough to do GED preparation program in English)
Access	Accessible one-story building. Accessible by bus (2 or 3 block walk)

Oakland Career Center Downtown/East Bay Works

Address	1212 Broadway, Suite 100, Oakland, CA 94612
Phone	(510) 768-4473
Fax	(510) 891-9968
Hours	Monday, Tuesday, Thursday 9:00 a.m. – 4:30 p.m. Wednesday 9:00 a.m. – 6:45 p.m. Friday 11:00 a.m. – 4:30 p.m.
Purpose	The Career Centers provide a comprehensive range of quality services in one location to assist adults and youth to prepare for work, find and retain employment, and advance their career; at the same time, providing employers ease of access to quality human and business resources. Managed by Oakland Private Industry Council. Part of the EASTBAY Works two-county career center system.
Services Provided	Access to computers, printers, Fax, Internet; Career resource library; Job search workshops and support groups; Job listings; Information referral to training.
Eligibility	Career center services are available to all job/training seekers. Some training programs have requirements based on income, residency and/or employment status. Programs are targeted to low-income Oakland youth and adults and/or people recently laid off. No Fees.
Access	Wheelchair Accessible. Next to 12 th Street BART Station and many AC Transit bus lines nearby.

Oakland Catholic Worker House

Address	4848 International Blvd., Oakland, CA 94601
Phone	(510) 533-7375
Fax	(510) 533-5536
Email	ocw@prodigy.net
Hours	Mondays 1:00 p.m. – 6:00 p.m., Tuesdays 2:00 p.m. – 6:00 p.m., Thursdays 9:30 a.m. – 1:30 p.m.
Contact	Brett Schull Anthony Vinciguerra
Services Provided	Assistance with applications and resumes, Job postings, occasional referrals.
Eligibility	Contacts tend to be baseline manual labor placements. No Fees.
Foreign Language	Spanish
Access	AC Transit bus line 82; approximately 20 minute walk from Fruitvale BART Station.

Oakland Housing Authority, Resident & Community Services Department

Address	935 Union Street, Oakland, Ca 94607
Phone	(510) 874-1588
Fax	(510) 451-3254
Email	pison@oakha.org mfoster@oakha.org
Hours	Monday through Friday 8:00 a.m. – 4:30 p.m.
Contact	Patricia Ison, Director RCSD Mandy Zamani, RCII, RCSD Marianne Foster, RCII, RCSD Nicole Thompson, RCII, RCSD
Purpose	The OHA Resident & Community services program provides employment referral & placement services to residents & Section-8 residents of Oakland.
Services Provided	Employment Referral, Job Placement, Employment Counseling, Self Sufficiency Program referrals.

Oakland Unified School District – Adult Education

Address	1098 - 2nd Avenue, P-15, Oakland, CA 94606
Phone	(510) 879-8146
Fax	(510) 879-1840
Email	Brigitte.Marshall@ousd.k12.ca.us
Hours	Monday through Friday 8:30 a.m. – 4:30 p.m.
Contact	Brigitte Marshall, Director of Adult Education
Purpose	To provide classes to adults 18 years of age and older in the following area: English as a second language, high school diploma, adult basic education, vocational education, older adults, substantially handicapped and GED.

Locations	Edward Shands Adult School Judith Flores, Principal (510) 879-4040 Neighborhood Centers Jacques Lacour, Principal (510) 879-8702
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Pleasant Valley Adult School
Christian Nelson, Principal
(510) 879-4090

Services Provided	Year-round day and evening courses in citywide locations. Programs are: Vocational Training, Health and Safety, High School Subjects, Parent Education, Citizenship, GED Test Preparation,
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Training Provided	English as a Second Language (ESL), High School Diploma Program, Programs for Older Adults, Short-term Vocational Education. For credit courses and some certificate programs there are designated entry dates
Foreign Language	Vocational education, Microsoft products, certified nursing assistants, home health aides, job readiness skills, career development.
Fees	By arrangement: Burmese, Chinese (Cantonese, Taiwanese, Fukien, Mandarin), Russian and Spanish.
Access	Free or under \$25.00
	Varies according to site but most schools are public transit accessible.

Regional Technical Training Center

Address	760 Maritime, Oakland, CA 94607
Phone	(510) 444-6441
Fax	(510) 444-6480
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact	Bernard Ashcraft, CEO
Purpose	The mission of the Regional Technical Training Center (RTTC) is to provide a comprehensive, seamless high-tech education, training, and career development in collaboration with industry, education, government, and the Bay Area community.
Services Provided	Training in retail customer service, telecommunications, hazardous waste management, transportation, biotechnology, and information technology. Legal and MOUS computer certification programs.
Screening	Orientation, career assessment, application completion, math and reading assessment, and educational background screening.
Eligibility	Unemployed, underemployed, and AFDC/Cal-Works participants.
Access	Disabled accessible.

Rubicon Programs, Inc.

Address	Workforce Services, 101 Broadway, Richmond, CA 94804
Phone	(510) 412-1725
Fax	(510) 412-1723
Email	billb@rubiconpgms.org
Hours	Monday through Thursday 9:00 a.m. – 4:00 p.m. (for participants) Fridays 9:00 a.m. – 12:00 p.m. (for participants) Monday through Friday 8:30 a.m. – 5:00 p.m. (staff)
Contact	Bill Bryant, Workforce Services
Services Provided	Training, job preparation and placement. Career Center and job search support. Paid industry skills training – Baking, landscaping and maintenance, janitorial, painting.
Eligibility	Homeless, Welfare to Work eligible and otherwise economically disadvantaged. Must be a resident of Contra Costa County.
Foreign Language	Spanish
Access	Transportation services provided to active participants.

Address Berkeley Workforce Services, 1918 Bonita Avenue, Berkeley, CA 94704
Phone (510) 549-8820
Fax (510) 982-7130
Email drew@rubiconpgms.org
Hours Monday through Thursday 9:00 a.m. – 4:00 p.m. (for participants)
 Fridays 9:00 a.m. – 12:00 p.m. (for participants)
 Monday through Friday 8:30 a.m. – 5:00 p.m. (staff)
Contact Drew Douglas, Berkeley Program Manager
Services Provided Training, job preparation and placement. Career Center and job search support. Paid industry skills training – Baking, landscaping and maintenance, janitorial, painting.
Eligibility Homeless, Welfare to Work eligible and otherwise economically disadvantaged. Must be a resident of Alameda County.
Foreign Language Spanish

Shirley Ware Education Center/Local 250

Address 560 20th Street, Oakland, CA 94612
Phone (510) 587-4526
Fax (510) 763-2680
Email jbraconi@seiu250.org
Hours Monday through Friday 9:00 a.m. – 5:00 p.m.
Contact Joan Braconi, Director
Eligibility Current or former CalWorks recipient.
Foreign Language Spanish.
Access Close to BART 19th St. Station and bus lines. Handicap accessible.

Spanish Speaking Citizens' Foundation, Youth and Family Services

Address 1470 Fruitvale Ave., Oakland, CA 94601
Phone (510) 261-7839
Fax (510) 261-2968
Website www: sscf.org
Hours Monday through Friday 9:00 a.m. – 6:00 p.m.
Purpose To empower the individual and community and to improve the quality of life while enriching our cultural heritage.
Services Provided Youth development (including employment), Citizenship & immigration Advocacy, referral and information, Job listings, Referrals, Computer access & training. Spanish translation and interpretation; Medi-Cal, AFDC, advocacy and information, crisis intervention, court referrals, tenant rights, legal aid.
Training Provided Year round youth employment training; youth leadership; computer training; college and scholarship preparation.
Foreign Language Spanish
Fees By donation
Access Handicap accessible Center for Independent living.

Stepping Stones Growth Center

Address	311 MacArthur Blvd., San Leandro, CA 94577
Phone	(510) 568-3331
Fax	(510) 568-4168
Email	KeyraStafford@yahoo.com
Hours	Monday through Friday 8:00 a.m. – 5:30 p.m.
Contact	Keyra Stafford, Job Developer
Purpose	Community-based agency providing employment and training services to the developmentally disabled community.
Services Provided	Art classes, vocational training, tutoring, travel to individuals with disabilities. Job counseling, development and referral; vocational assessment, job placement, job coaching and support; and independent living skills.
Eligibility	Must be at 18 years or older and meet eligibility requirements of the Department of Rehabilitation.
Foreign Language	American Sign Language

The Bread Project

Address	815 Washington Street, Box 78, Oakland, CA 94607
Phone	(510) 644-4575
Fax	(510) 644-4575
Email	thebreadproject@aol.com
Hours	Monday through Friday 8:00 a.m. – 4:30 p.m.
Contact	Lily Divito, Executive Director or Lizelle Festejo, Assistant Director
Purpose	To provide culinary training and job referral assistance to disadvantaged low-income people to help them become self-sufficient.
Services Provided	Nine-week training in the fundamentals of baking and cooking, resume writing, interview techniques, job search and job retention skills. Job referral assistance. Follow-up services for 12 months upon graduation. We sell our student products at the cafeterias of our training sites. Internships are offered to graduates to manage the cafeterias.
Screening	Potential applicants need to call (510) 644-4575 to make appointment for an interview. They are selected on a first-come first-serve basis based on their eligibility.
Eligibility	People who are low income, over 18 years old, able to stand on their feet for 8 hours a day, have a passion in baking and cooking, committed to finding a job in the food industry, and willing to be followed up by our staff.
Foreign Language	None
Fees	No charge.
Access	Facilities are equipped with handicap ramps, and accessible by bus and BART.

The Perinatal Council

Address	2648 International Blvd., Suite 600, Oakland, CA 94601
Phone	(510) 437-8950
Fax	(510) 437-8959
Contact	Linda Nicholson
Purpose	Provides comprehensive case management services via visits to home, school and other locations. Psychosocial assessment, crisis intervention, health education, parent education, advocacy, and extensive information and referral are provided.
Services Provided	Case Management, Early Childhood Education and Parent Education, Mental Health Services, Employment/Job Placement, Community resources, Child Care, Income Support
Eligibility	To enroll, a family must have income below the 1989 Federal Poverty guidelines; be pregnant or have a child under one year of age. This child is identified as the Focus Child, family participates in the OPTS-CCDP Activities for five years.
Foreign Language	Chinese, Cantonese and Spanish.

United Cerebral Palsy of the Golden Gate

Address	1970 Broadway, Suite 115, Oakland, CA 94612
Phone	(510) 832-7430
Fax	(510) 839-1329
Hours	Monday through Friday 9:00 a.m. – 5:00 p.m. or by appointment.
Services Provided	Provides integrated services to assist adults with developmental disabilities at jobs and in community programs. Are 100% community based. Serving the Alameda and Contra Costa Counties. Promotes full inclusion of adults with disabilities into their communities.
Eligibility	Must be referred through the Regional Center of the East Bay.
Access	Completely wheelchair accessible.

Unity Council

Address	3411 E. 12th Street Suite 200, Oakland, CA 94601
Phone	(510) 535-6900
Fax	(510) 532-3894
Website	www.unitycouncil.org
Hours	Monday through Friday 9:00 a.m. – 6:00 p.m.
Contact	Ruth Perez, Executive Office Supervisor
Purpose	The Unity Council provides leadership in the Fruitvale district in the areas of community advocacy, social service delivery, housing and economic development; all of which is aimed at improving and enriching the quality of life for families and children in the neighborhood. One of its main goals is to promote Latino leadership in order to positively affect the social and economic opportunities.

Services Provided Head Start, Early Head Start, Fruitvale Even Start Family Literacy Program, One Stop Career Center, Fruitvale Main Street Program, Two Senior Housing sites (+1), Financial Management, Fruitvale Main Street Program, Real Estate Development & Management
Please see website at www.unitycouncil.org for detailed services.

Foreign Language Access Spanish, Laotian, Cambodian, Vietnamese, Chinese, Mien
Handicap accessible, Fruitvale Bart Station, AC Transit Bus stops

Upward Bound – Mills College

Address 5000 MacArthur Blvd., Oakland, CA 94613
Phone (510) 430-2177
Fax (510) 430-2309
Contact Romeo García, Director
Sharon Nesbitt, Counselor

Purpose Upward Bound is a program for low-income individuals (as defined by the federal government) who are first generation college students, and attend an Oakland public target high school.

Services Provided Upward Bound has enrichment classes, tutoring, personnel and academic counseling, college field trips, and career workshops. Upward Bound is a year-round program consisting of 25 Saturday academic classes year round and a 6-week summer program.

Foreign Language Spanish, Laotian, Cambodian, Vietnamese, Chinese, Mien

Volunteers of America Bay Area, Inc.

Address 1701 Harbor Bay Parkway, #220, Alameda, CA 94502
Phone (510) 473-0500
Fax (510) 473-9225
Hours 24 hour service
Contact Daionne Washington, West House (510) 419-0360
Kathy Thompson, East House (510) 261-1855

Services Provided Skills assessment, Job Development, Job Referral, Job Search Workshops

Foreign Language Access Korean, Spanish, Tagalog, Vietnamese, and Chinese.
Administrative facility is wheelchair accessible.

Wardrobe for Opportunity

Address 570 14th Street, Suite 5, Oakland, CA 94607 (Headquarters)
3496 Buskirk Avenue, Pleasant Hill, CA 94523 (By Appointment Only)

Phone (510) 463-4100
Fax (510) 452-4502
Email info@wardrobe.org
Hours By Appointment Only
Contact Michelle Augenstein, Program Manager

Purpose	Wardrobe for Opportunity (WFO) is a volunteer-based, nonprofit organization that provides professional clothing and career support to low-income job seekers in the Bay Area so they can secure employment and become economically self-sufficient.
Services Provided	Professional clothing, career development workshops, and professional image workshops.
Screening	All clients are referred to Wardrobe for Opportunity by partnering social service agencies or training programs and qualified as low-income and ready to work.
Eligibility	Referral agencies must be working with low-income job seekers and be providing training services that will lead them towards employment.
Foreign Language	Spanish
Fees	Programs and services are completely free to the client. An agency fee may be assessed for participation in some programs.
Access	Both locations are fully accessible to individuals with disabilities. WFO's downtown Oakland site is 1.5 blocks from the 12 th Street/City Center BART station. WFO's Pleasant Hill site is accessible by use of BART and bus.

West Side Economic Development Corp.

Address	732 Willow Street, Oakland, CA 94607
Phone	(510) 836-4143
Fax	(510) 836-6039
Email	gwendolyn@westside1.com
Hours	Monday, Thursday, Friday 10:00 a.m. - 5:00 p.m. Tuesday and Wednesday 10:00 a.m. – 7:00 p.m.
Contact	Ken Chamber, President and CEO Gwendolyn Westbrook, Executive Assistant Dianna Chambers, Youth Program Manager
Services Provided	GED preparation, ESL classes, After school youth development learning center, Job development, Life skills program, Food Bank, Referrals for employers.
Training Provided	Job development course, resume writing, interviewing techniques.
Foreign Language	Spanish, Chinese
Access	BART and AC Transit

Workability I – Oakland Unified School District

Address	Oakland Unified School District, 4655 Steele St., Portable 10 Oakland, CA 94619
Phone	(510) 879-1763
Fax	(510) 879-1769
Email	lwthomas@ousd.K12.ca.us
Purpose	Project Workability is a statewide school based transition program which works with employers to place high school students with special needs in private sector jobs.

Services Provided	Pre-employment preparation, Vocational Evaluation, Career Exploration and Counseling, Job Referral and Placement, Work Experience, and support services such as job coaching.
Eligibility	Must be Oakland school students or graduates who are clients of the Department of Rehabilitation. Serves all of Oakland.
Foreign Language	Translators are available upon request.
Fees	No Fees

Workability II – Berkeley Adult School

Address	1701 San Pablo Ave, Berkeley, CA 94702
Phone	(510) 644-8968
Fax	(510) 644-6784
Email	kbooker@bas.berkeley.net
Hours	Monday through Friday 8:00 a.m. – 4:00 p.m.
Contact	Kenneth Booker, Program Manager kbooker@bas.berkeley.net
Purpose	The Berkeley Adult School/Workability II program provides a means for disabled adults to gain vocational skills and job search assistance in finding employment.
Services Provided	Personal and social adjustment, Academic Advisement, Career Counseling Job Club, Job Development, and Referral, Resume and Cover Letter, Development and more.
Training Provided	All classes offered by the Berkeley Adult School.
Screening	Done by the State Department of Rehabilitation
Eligibility	Participants must be clients of the State of California Department of Rehabilitation. Must be 18 or older.
Fees	Vary

Workability III – College of Alameda

Address	555 Atlantic Avenue, Alameda, CA 94501
Phone	(510) 748-2109
Fax	(510) 748-2339
Email	lsilva@peralta.edu
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Contact	Lawrence Silva, Job Developer lsilva@peralta.edu
Purpose	Provide job placement and vocational services to disabled individuals, assist individuals in becoming gainfully employed and self-sufficient .
Screening	Must be a Department of Rehabilitation client. Must be referred
Eligibility	Must be a client of the Department of Rehabilitation.
Foreign Language	Spanish, can provide interpreters if needed
Areas Served	Oakland, Alameda, Berkeley and San Leandro
Access	Accessible by bus, accommodations provided if reasonable

WyoTech

Address	9636 Earhart Rd., Oakland, CA 94621
Phone	1-800-210-6511
Fax	(510) 635-3936
Website	www.wyotech.com
Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Contact	Joe Pappaly, School President Erik Goodhill, Director of Career Services
Purpose	WyoTech is a private postsecondary educational institution committed to providing individuals with entry-level skills and knowledge necessary for a career as an aviation professional. Specializing in aircraft maintenance based on Federal Aviation Administration (FAA) requirements, WyoTech fulfills the needs of individuals seeking training for an aviation career, as well as the needs of aviation employers seeking qualified entry-level aircraft mechanics. The objective of the school is to provide quality, practical and academic education oriented to specific aviation jobs.
Services Provided	Job search assistance and Job placement.
Eligibility	Must be a current student or recent graduate of WyoTech.

Youth Employment Partnership, Inc.

Address	2300 International Blvd., Oakland, CA 94601
Phone	(510) 533-3447
Fax	(510) 533-3469
Hours	Monday through Friday 8:00 a.m. – 6:00 p.m.
Contact	Michele Clark, Executive Director Dennis Smith, Director of Operations
Purpose	To provide employment training services to youths ages 14-24. Computer Operations training for in-school and out-of-school youth, career exploration, work experience, and limited internships.
Services Provided	Work Experience/On-the-Job Training, Job Search Assistance, Job Referral and Placement.
Training Provided	Computers, Business Training, Community Revitalization, Youthbuild Construction, Tutoring
Eligibility	Oakland residents only
Fees	No fees.
Foreign Language	Spanish
Access	Wheelchair Accessible. Bus/BART nearby.