

## Job Center Partners

**Employment Service** help Alaskans find work. For employers, they'll connect you with the right employee for your business.

**Public Assistance** provides food, medical, heating, and cash assistance for families in need. Support services are available to help Alaskans stay working.

**Job Training and Work Readiness** helps people gain the skills and training needed to get a job.

**Vocational Rehabilitation** assists people with physical or mental challenges to finding work.

**South East Regional Resource Center** offers adult education services and training.



**Need help finding a job?  
Call 907-225-3181**

**Need food, medical, heating, or  
cash assistance?  
Call 907-225-2135**

**Need job training?  
Call 907-247-7526**

**Need help overcoming a physical  
or mental challenge that keeps you  
from working?  
Call 907-225-6655**

**Need help with adult education  
services and training?  
Call 907-225-5250**

**Ketchikan Job Center  
is a member of the  
Alaska Job Center Network (AJCN)**

*Where People and Jobs Connect*

**Ketchikan Job Center  
2030 Sea Level Drive  
Ketchikan, AK 99901**



**Ketchikan Job Center**

**How can we  
help?**



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[www.jobs.state.ak.us](http://www.jobs.state.ak.us)

# Welcome!

Welcome to the Ketchikan Job Center!



We offer employment, training, financial assistance, and social services all in one place!

Whether you want to hire a great worker or are looking for a job yourself, we are here to serve you.

Our goal is to offer many options in one place and to tailor services to each individual.

We also offer workshops, training opportunities, and temporary financial assistance while you are looking for a job.

## Workshops

Check our schedule for valuable workshops and classes on these important topics:

- Job Skills
- Resume Writing
- Interview Skills
- Completing a State job application
- Business basics

## Services for Employers

Need to hire a great worker? We can help! Here are a few of the resources available:

- Access to the largest pool of jobseekers locally and throughout Alaska
- Assistance in developing job descriptions
- Information on the Americans with Disabilities Act
- Up-to-date job openings posted on the internet
- Meeting space for interviews and orientations
- Clerical skills testing for potential employees
- Information on tax credits for business

## Services for Job Seekers

Need a job? Need help with creating a resume? That's what we're here for! Whether you are looking for work or switching careers, we can assist you every step of the way. We have career and rehabilitation counselors ready to help you with:

- Identifying skills and interests
- Career and job planning
- Job searches
- Creating resumes
- Skills for job interviews
- Overcoming challenges to work
- Referrals to work and community service opportunities
- Specialized counseling for veterans and people with disabilities



## Support Services

If you or your family needs help getting by until you can find work, ask about the support services we offer:

- Cash, food, medical, and heating assistance
- Child care assistance
- Denali KidCare health insurance



## Check out our Resource Room!

We have computers and videos available for you to sharpen your skills! Stop by anytime to use these resources:

- Internet access for job searches
- Typing training
- Career and school information
- Word processing on MS Word
- Create presentations with MS PowerPoint
- Build databases with MS Access
- Create spreadsheets with MS Excel

Visit us on the web at [www.jobs.state.ak.us](http://www.jobs.state.ak.us)!