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# Eastern Oregon Employer Services Guide

How WorkSource partners can support your business

Version 3 April 2023

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*WorkSource Oregon's services are only possible in collaboration with our many  
state and local partners*

To request an alternate format call (541) 963-3693 or email [info@eowb.org](mailto:info@eowb.org)

Para solicitar un formato alternativo de llamada (541) 963-3693 o correo electrónico [info@eowb.org](mailto:info@eowb.org)

# What is worksource | OREGON?

WorkSource Oregon is a network of public and private partners working together to support businesses and individuals by providing services that result in job attainment, retention, and advancement. We are here to help you locate high-quality candidates, navigate the hiring process, and skill up your workforce.

## What services does WorkSource offer?

### Business Services

- Connecting employers to qualified candidates
- Assisting in a business' recruiting efforts
- Assessments and screening to provide you with the best candidates
- Strategic job listing promotion at the local office, on social media, and via the web
- Providing up-to-date local labor market information available at [www.qualityinfo.org](http://www.qualityinfo.org)
- Convene job candidates through job fairs and hiring events
- Connecting employers to job seekers, partnerships & the community
- Referrals to partner agencies for up-to-date knowledge about employment laws, business standards, and more
- Training to enhance skills in existing workers

### Training Services

- Help paying for education and training
- Assistance finding or retaining employment that leads to economic self-sufficiency and/or wages comparable or higher to wages from previous employment
- Help obtaining certifications needed
- Opportunities for adult education and literacy, talent and skill development, and work-based learning

#### Labor Market Information [qualityinfo.org](http://qualityinfo.org)

The Oregon Employment Department's Workforce and Economic Research Division provides accurate, reliable, and timely information about Oregon's state and local labor markets.



### Plan a path to growth with Sector Partnerships.

WorkSource brings together economic development, contractors, housing authorities, and more to determine how best to grow the industry. We create internship programs, partner with local colleges, and advocate for housing so your workforce can grow.

Each year our Business Services Representatives serve 9,700 businesses, post 250,000 jobs, and help with 34,000 hires.

Let our team help yours.

### Financial Incentives

- Guidance in accessing the Work Opportunity Tax Credit (WOTC) to reduce federal tax liability
- Reimbursement of wages paid to eligible trainees
- Layoff prevention through the Work-Share Program

## Career Services

- Help finding employment
- Classes in Resume, Microsoft Office, Cover Letters, Interviewing, and more
- Assistance identifying career goals and/or advancement opportunities
- Help determining an individual's skill set and assisting in matching skills to the labor market
- Services to acquire skills needed to be competitive in a chosen industry or occupation
- National Career Readiness Certification (NCRC) testing and soft-skills assessments
- On-the-Job Training opportunities



## Career and Training Services for Ages 14-24

- Year round and summer employment
- Pre-apprenticeships
- Job shadows
- Internships
- Financial Literacy training
- Leadership development support
- Guidance and counseling
- Secondary or post-secondary education



### Call your local WorkSource Center:

**WorkSource Baker**  
(541) 684-2630

**WorkSource Burns**  
(541) 693-8900

**WorkSource Canyon City**  
(541) 693-8909

**WorkSource Hermiston**  
(541) 684-2494

**WorkSource La Grande**  
(541) 633-2255

**WorkSource Ontario**  
(541) 318-7940

**WorkSource Pendleton**  
(541) 684-2343

WorkSource Eastern Oregon is an equal opportunity employer and operates equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Ayudas auxiliares y servicios para personas con discapacidades estará disponible sin costo. Asistencia de idiomas para personas con conocimiento limitado del inglés sin costo alguno.

*A proud partner of the American Job Center network*

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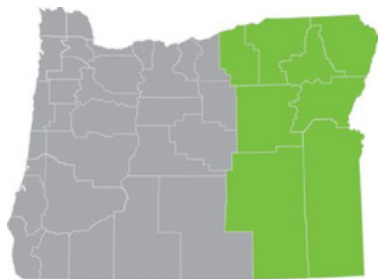


# Eastern Oregon Workforce Board

The EOWB brings together business and community leaders to promote and expand workforce development activities to ensure the long-range economic vitality of the area. The EOWB are here to assist in making eastern Oregon individuals, businesses, and communities prosperous.

## Business Services Provided:

- Join our sector partnerships (industry-led collaborations of businesses dedicated to strengthening their sector in the local area)
- Promote your workforce events and opportunities on our website [www.eowb.org](http://www.eowb.org)
- Promote your event, job posting, or company message on our social media ([Facebook](#)  and [LinkedIn](#)) 



## Our Goals

**Customer-Centric Goal:** Coordinate a customer-centric workforce system that is easily accessible, highly effective, and simple to understand.

**Business Solutions Goal:** Work with businesses and community partners to identify and provide customized workforce solutions to help area businesses thrive.

**Qualified Workforce Goal:** Guide and support efforts to prepare and deliver a workforce qualified to enter and advance in high-wage and high-demand jobs.

**Emerging Workforce Goal:** Collaborate with businesses and support partners to provide young people with information, education and experiences that engage their interests, spur further career development, and connect them to employers.



## About EOWB Board and Staff:

The Board of Directors is responsible for developing policy and overseeing local workforce development initiatives in partnership with the local elected officials.

Board membership includes representatives from business and industry, education agencies, community-based organizations, economic development agencies, public vocational rehabilitation, and labor organizations.

The Staff work day to day to realize eastern Oregon's workforce potential focusing on EOWB's goals, mission, and vision.



**OREGON WORKFORCE  
PARTNERSHIP**

EOWB is a member of the Oregon Workforce Partnership (OWP), a nonprofit organization that provides leadership that promotes and advances Oregon's workforce system



EASTERN OREGON WORKFORCE BOARD

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**Phone 541-963-3693**

**Email [info@eowb.org](mailto:info@eowb.org)**

**Website [eowb.org](http://eowb.org)**

# Training and Employment Consortium (TEC)

The Training and Employment Consortium provides Work Experience opportunities for job seekers aged 16-24 as well as On-the-Job Training for adults (ages 18+) in all eight counties of Eastern Oregon.

## On-the-Job Trainings

An On-The-Job-Training is a short term contract that the employer, trainee and TEC enter into so the new employee can learn necessary skills while TEC reimburses the employer up to half of the employee's wage for a limited training period. The expectation at the end of a successful training period is that the employer will retain the employee.

## Young Adult Paid Work Experience (ages 16-24yrs)

Work experiences are short term, planned, structured learning experiences that occur in local businesses. The participating employer provides the worksite and training. TEC is the employer of record paying wages directly to employee and covering the employee's Workman's Comp Insurance. TEC will support the youth and worksite in all aspects of the WE, but will not intrude into the work environment.

## Incumbent Worker Training Program

Incumbent Worker Training (IWT) is designed to provide funding assistance to qualifying employers to provide skills training to full-time, permanent employees. The training must be necessary for employers to retain a skilled workforce, improve the skills of employees, increase the competitiveness of the employee and the employer or retain or avert layoffs of the incumbent workers trained.

## WIOA Youth Program

Through Workforce Innovation and Opportunity Act (WIOA), youth ages 16-24 can gain valuable work skills through a variety of job opportunities such as job shadows, internships, summer jobs, etc. Participants can also receive financial literacy training, leadership development support, guidance and counseling, help getting reengaged in secondary or post-secondary education, etc.



## The WIOA Adult/Dislocated Worker Program

TEC in partnership with WorkSource Oregon helps job seekers of all ages and experience with job-seeking services, including education and training. Most services are available at no cost, although some eligibility requirements may apply.

Phone 541-963-7942 x3  
Email [info@tecteam.org](mailto:info@tecteam.org)  
Website [tecteam.org](http://tecteam.org)

**TEC** Training &  
Employment  
Consortium

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# Oregon Employment Department

The Employment Department serves job seekers and employers by helping workers find suitable employment, providing qualified applicants for employers, supplying statewide and local labor market information, and providing unemployment insurance benefits to workers temporarily unemployed through no fault of their own.

## Business Services:

- Customizing recruitment strategies to find candidates that meet the business's specific needs
- Screening, tracking, and managing applicant pools of job seekers
- Handle applicant inquiries and conduct initial interviews to narrow down candidate pool to best qualified candidates for the position
- Utilizing customized state and local labor market information, such as market wages and basic trends, as a business planning tool

## Federal Bonding Program

Employers can receive \$5,000 fidelity bonds, free of charge, as an incentive to hire job seekers that do not qualify for commercial fidelity bonds.

## Why Choose WorkSource Business Services?

### It's all about you

Let us customize your recruitment using the latest labor market information and hiring practices to find candidates that meet your specific needs.

### Save Money

Job recruiting and advertising services can cost you hundreds, even thousands of dollars. There are no fees for these services to tax paying employers, and getting the right candidate the first time increases job retention and saves you even more!



## Now Offering These Additional Business Services

### Connect with us on LinkedIn

Check out our WorkSource Oregon Career page for regular updates on industry trends, relevant workshops and events, and links to partner agencies around the state. We also offer LinkedIn Recruiter services, where we have a dedicated team to post, promote, and recruit for your hiring needs.

<https://www.linkedin.com/company/worksourceoregon>

### New Drive-Thru Hiring Events

A new and innovative way to meet job seekers from a safe distance. We've used this approach in areas and sectors where a technology gap may exist to allow employers to connect with job seekers in a more organic way. These events are well planned, with extreme care given to follow all guidelines for social distancing and safety.

### Virtual Hiring Event

An open virtual world and community where employers get to "meet" job seekers who showcase their interest and skills to your career opportunities. The virtual world consists of web links of each employer's home page, available careers, and services provided. We take care of setting up the Virtual World and our team will be with you every (virtual) step of the way, whether you are new or a seasoned user of online platforms.



## Save time

Stop spending hours wading through piles of resumes and responding to a flood of calls and emails asking about your position or searching for hours for potential candidates. We screen, track, and manage an applicant pool of hundreds of Job Seekers throughout Oregon looking for career opportunities. We handle all applicant inquiries and conduct initial interviews to narrow down the candidate pool to the top potential candidates that match your criteria and ideals for you to interview directly and make the best hire.

## How Does it Work?

- We meet at your location, become acquainted with your business, and discuss your hiring preferences to meet your unique company culture's needs.
- We publicize your job opening and handle all applicant contact.
- We filter through all application materials, conduct initial interviews, and send only the top candidates for your consideration.
- Keep in contact with us. We want to fine-tune our recruitment efforts, so your feedback is a highly valuable part of the process.
- Business Service Representatives are the business liaison to other services.
- Additionally, the team provides technical support for all of your recruitment needs to include basic labor market information such as market wages, and basic trends.
- Jobs may be entered via automated mechanisms, self-service features, or staff-assisted services.
- Follow our WorkSource Oregon LinkedIn page for latest updates



## What Other Employers Are Saying

**“ Your efforts have paid off marvelously in locating an excellent candidate for the Director of Nursing. You have saved our organization nearly \$10,000 in potential recruiting fees. ”**

**– Kelly J Odegaard  
Edward C. Allworth**

**“ WorkSource helped us save time and money. They bring employees that fit our program. Their connections and relationships with community partners help local businesses like ours. ”**

**– Sam Di Spaltro  
BMS Technologies**

**Phone 800-699-9075**

**Website [oregon.gov/employ/businesses](https://oregon.gov/employ/businesses)**

# Department of Human Services

## Vocational Rehabilitation (VR)

VR Staffing Solutions provides pre-screened, ready-to-work applicants with a wide range of skills and abilities to employers throughout Oregon. VR Staffing solutions can help you access a variety of work incentive programs that can save your business money.

### For Businesses:

- Evaluations to determine job skills/interest
- Vocational counseling and guidance
- Career exploration
- Assistive technology/accommodations
- Assessments for the purpose of employment
- Secure job developers to help clients find work
- Secure job coaches to help train clients
- Support funding for on the job training, post-secondary training leading to employment, or other employment related training
- Other employment services (depends on client needs, employment goal, and VR policy)

### Diversify your workforce with qualified employees

VR can help you diversify your workforce to include people with disabilities and disabled veterans by:

- Recruiting qualified applicants
- Assisting with workforce diversity
- Providing disability awareness training, accommodation assessments and assistive technology
- Offering Americans with Disabilities Act (ADA) resources and referrals

### Forecasting, Research and Analysis

The Office of Forecasting, Research and Analysis (OFRA) supports ODHS and OHA by providing accurate, timely, unbiased caseload forecasts, and related research and analysis to support budgeting, policy development and operational planning.

### New Services Available to Employers

- **Training and technical assistance.** We can help your business build your workforce diversity by providing training and technical assistance regarding employment of people with disabilities.
- **Consultation.** Consult with you on cost-effective strategies that support the successful inclusion of people with disabilities as employees. This could include providing help with accommodation needs and work incentive programs that can save your business money.
- **Assessments and assistive technology.** We can work with your managers and HR with disability awareness training, accommodation assessments and assistive technology.
- **Sponsorships.** Sponsorships are available to help you provide work-based learning experiences at your place of business for people with disabilities.



# Easterseals

## Senior Community Service Employment Program (SCSEP)

Easterseals-Goodwill Northern Rocky Mountain is a non-profit organization providing Senior Community Service Employment Program (SCSEP) and other services in Eastern Oregon, Idaho, Montana, Utah and Wyoming.

SCSEP offers training opportunities to low-income adults age 55 and older who wish to re-enter the workforce. It allows participants to overcome barriers to employment by gaining real-world work experience at non-profit and community service organizations, called “host agencies,” in the community.

### How SCSEP Works:

Participants are assigned to host agencies for about 20 hours per week. The objective is to provide current hands-on training that can lead to unsubsidized employment in the private sector. Assignments vary and range from six to 12 months.

In addition, SCSEP participants may receive training to update resumes and learn interview skills. Easterseals-Goodwill staff works with partners in the community to provide training such as updating computer skills, literacy skills, and improving English proficiency. Job leads are also a key component of the services provided.

SCSEP is funded by the Department of Labor, Employment and Training Administration. SCSEP is an equal opportunity employer program.

### Eligibility:

- 55 years or older
- Unemployed
- Residing in Oregon
- Living on a low to limited income
- Desire to seek part or full-time employment



### Through SCSEP, Easterseals-Goodwill offers older adults:

- Paid on-the-job training
- Paid internships
- Effective job skills training
- Individual employment plans
- Resume and job search assistance
- Job application and interview assistance
- Improved access to employment opportunities
- Supportive services
- Connections to community resources
- Career development
- Employment development and retention services

Phone (208) 454-8555

info@esgw.org

Website [esgw.org/scsep](http://esgw.org/scsep)



# Commission for the Blind

The Oregon Commission for the Blind helps businesses become more inclusive, develop accessible worksites, and obtain and retain talented employees. OCB provides services to Oregonians experiencing vision loss to develop independent living skills and create positive employment outcomes.

## Business Services

- Disability Awareness Training
- Worksite accessibility analysis
- Creating effective strategies for outreach and recruitment
- Training on recruiting diverse job seekers
- Establishing best practices for respecting, retaining, and promoting employees with disabilities
- Demonstrate, test, optimize, and aid in the installation of adaptive/assistive technology
- Providing guidance on the Americans with Disabilities Act, accessibility, and accommodations
- Identifying and eliminating unconscious bias
- Cultivating inclusive culture from the perspective of a person with vision loss
- Access to our VR counselors and their valuable knowledge and expertise regarding the employment needs of people with disabilities



## The Commission for the Blind has the following program objectives in service to our mission:

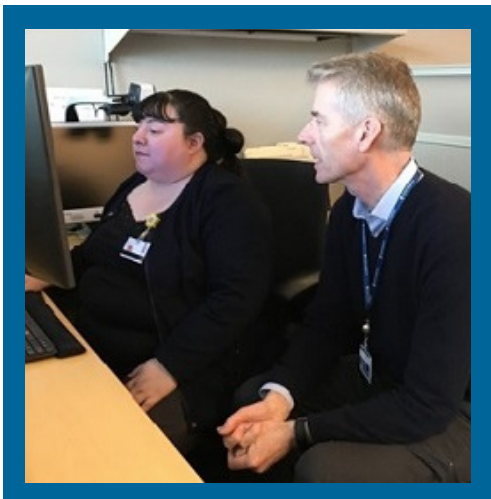
- Helping Oregonians who are blind get and keep jobs that allow them to support themselves and their families
- Supporting Oregon businesses in hiring and retaining qualified job seekers who are blind in their workforce
- Supporting youth who are blind in the transition from high school into a career path/employment
- Training Oregonians in the alternative skills related to blindness such as adaptive technology, white cane travel, braille and activities of daily living
- Helping seniors and individuals with vision loss who are unable to work live with the highest levels of independence and self-sufficiency so that they can remain independent in their homes and active in their communities
- Licensing and supporting business owners who operate food service and vending operations in public buildings and facilities throughout the state



## **We help organize & fund experiences such as:**

### **Company tours and informational interviews**

Tours and interviews are a great way to introduce potential candidates to you and your business. A tour or interview can provide a better understanding of your workplace and the types of skills needed to be successful.



### **Short-term job shadows**

Ranging from a few hours to a few days, short-term job shadows are an excellent opportunity for employers and potential candidates to meet. Candidates can get a glimpse of the company culture and a better perspective on the types of work they may be expected to perform so they can determine whether a company will be a good fit for them.

### **Work Experience**

A 'hands on' opportunity for potential candidates to build skills, assess the position and develop current references. As an employer, you get to review the candidate's skills and determine if they would be a good fit for your business. The worker is paid by OCB and covered under our Worker's Compensation and general liability policy.

### **Hiring workers who are visually impaired**

Many employers include disability in their diversity planning and hiring initiatives. All employers strive to determine whether job applicants have the skills, experience, and education to perform specific job functions regardless of disability status. People who are blind or visually impaired have similar career goals to all employees and with training and the right equipment, they can perform a multitude of job tasks that may be perceived as requiring vision.

If accommodations are needed, we work with employers to research adaptive equipment and jobsite options that will help our clients perform at their highest levels.



**Regional Office 541-699-5090**  
**Email [business.relations@ocb.oregon.gov](mailto:business.relations@ocb.oregon.gov)**  
**Website [oregon.gov/blind](http://oregon.gov/blind)**

# Eastern Oregon WORKS

Eastern Oregon WORKS is a "Grow our Own" initiative. The economic vitality of any community depends on a sustainable talent pipeline and a new generation of young people who need a reason to stay or choose to put down roots in the community.

## How do internships benefit employers?

- Evaluating potential employees creating a talent pipeline
- Increasing company diversity while accessing specialized skills and knowledge
- Enhancing company visibility in a competitive market
- Expanding community and workforce capabilities by developing youth career pathways
- Gives businesses the opportunity to help build an emerging workforce and support local youth, while accomplishing tasks that impact their bottom-line
- Your business has the opportunity to connect with students and share who you are and what you do



"Our intern was very sharp and technically savvy. They did a lot of work and took a significant amount of work off our shoulders, and they had the opportunity to learn much in the process."



## Additional Internship Program Benefits

- **Connecting youth with businesses** Businesses want opportunities to connect with youth
- **Learning opportunities** Businesses are saying that new employees lack basic skills
- **Assistance with preparation** Offering help with resumes, cover letters & applications
- **Training and support** Qualifying students may get additional assistance
- **Professional development** Professionals are invited to share on important topics
- **Student Mentors** Students may be matched with mentors for support
- **Placement assistance** Post-internship support for training and/or employment

### Employer partners should be able to:

- Have a supervisor for the intern
- Provide office or floor space for working
- Hire an intern full-time at or above minimum wage for nine weeks (start and end dates are flexible)
- If an organization is unable to provide full-time wages, please contact EOWB for funding options
- Allow time for interns to attend Professional Development Workshops, if applicable
- Provide the intern with leadership, mentorship, guidance and experience
- Provide the intern with an introduction to knowledge and skills necessary for the industry
- Agree to mentor, instruct and guide students in a safe environment
- Comply with federal and state employment regulations regarding student employees



#### Businesses Win

Businesses have opportunities to connect with students and share who they are and what they do.



#### Students Win

Students gain valuable work experience and exposure to careers that interest them.



#### Eastern Oregon Communities Win

By connecting students and businesses, students become aware of local opportunities.



### Partnering with local businesses the Internship Program:

- Offer students real-world work experience
- Gives students the opportunity to earn academic credit while gaining exposure to potential career paths
- Gives businesses the opportunity to help build an emerging workforce and support local youth, while accomplishing tasks that impact their bottom-line
- Provide school districts with opportunities for expanded educational experiences, in off-campus locations, with minimal additional human resources

**Phone 541-963-3693**

**Email [info@eowb.org](mailto:info@eowb.org)**

**Website [eowb.org/internships](http://eowb.org/internships)**



# Oregon Small Business Development Center Network

Oregon's SBDCs deliver our services to anyone who owns or operates a business or is planning to start a business. We work with businesses in every industry and at every stage of growth, from startups to well-established companies, from one employee to 500. In addition to no-cost confidential advising, we offer training and online courses that cover a wide range of business topics.

## 2021 Programs & Services:

- No cost advising
- Training
- Capital Access Team
- Global Trade Center
- Market Research Institute
- SCALE Oregon
- Small Business Management Program
- Latino Outreach
- CCB Test Preparation
- Transition Planning
- Disaster Assistance
- Disaster Resilience Planning
- Cybersecurity & Innovation
- GrowthWheel - visual toolbox offered free of charge to Oregon SBDC clients
- LivePlan - simplify business planning, budgeting, forecasting, and performance tracking
- Bizminer - industry statistics, financial analysis benchmarks, and industry trends

We are building Oregon's best businesses. Our 19 Centers and 44 locations assist small businesses throughout Oregon with advising, classes and access to the resources they need to be successful. Each Center is backed by our statewide network of support, helping small businesses access the right assistance wherever they are in Oregon.



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From our intensive Small Business Management Program cohort-based classes to workshops on new laws, HR and emerging marketing trends, we have the classes you need to help start and grow your business. It all starts by connecting with your local center:

### Eastern Oregon Small Business Development Centers:

#### **Blue Mountain SBDC**

Blue Mountain Community College  
Pendleton, OR  
(541) 278-5833

#### **Eastern Oregon SBDC**

Eastern Oregon University  
La Grande, OR  
(541) 962-1532

#### **Treasure Valley SBDC**

Treasure Valley Community College  
Ontario, OR  
(541) 881-5772

*The Oregon SBDC Network is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, the Oregon Business Development Department, and other private and public partners, with Lane Community College serving as the Network's lead host institution.*

Website [oregonsbdc.org/services](https://oregonsbdc.org/services)



# Baker Technical Institute

Baker Technical Institute is a recognized leader in providing career and technical education throughout the Pacific Northwest. BTI partners with regional employers and industry experts as a career and technical college to meet workforce development needs and support Oregon's rural communities. BTI's approach to career-focused education gives students the knowledge, skills, and certifications needed to build a future in the skilled trades.

## How BTI can enhance your business

BTI can provide a trained workforce. BTI develops programs to meet industry needs and provide participants with hands-on training to gain the skills needed to advance into the workforce quickly. Some of the trade-specific courses being offered prepare students for careers in the healthcare industry, heavy equipment operation, welding and manufacturing, environmental cleanup, trucking and logistics, and construction.



Additionally, BTI has a growing list of Apprenticeship Training Programs that combine on-the-job training and formal related technical instruction needed to prepare you for high-demand careers. Apprenticeship programs allow you to earn a wage while you train. A few of these include inside electricians, plant electricians, and heavy highway construction pre-apprenticeship programs.

## Mobile Training

Contact us to learn more about the programs that we can bring to your business, organization, and community. BTI currently has several mobile training platforms that travel throughout the Pacific Northwest.



## Safety training for your business:

BTI has developed a comprehensive menu of safety training courses for you and your employees. These training courses cover a wide range of subjects and industries, and can be customized to meet your specific business needs. BTI instructors come with years of experience in the field and the classroom. Courses are designed with a hands-on approach to allow participants to learn by doing and staying engaged.

*Baker Technical Institute (BTI) is a technical career college that has received licensure from the Higher Education Coordinating Commission (HECC) to operate as a post-secondary institution. Our goal is to provide a low cost, high quality, efficient, and rapid path to gaining valuable career skills. BTI programs are focused on the trades and industry certifications that are in high demand. Now people will not have to incur unnecessary costs and leave our area to be trained for some great careers.*

**Phone (541) 524-2651**  
**Website [bakerti.org](http://bakerti.org)**



# Eastern Oregon University

## Internships & Opportunities

We would be honored to help you to develop a high-impact internship that ties the academic experiences of our students within your company and agency.

## Eastern Oregon Small Business Development Center

Eastern Oregon University hosts the Eastern Oregon Small Business Development Center. We are excited to offer our support, regardless of where you may be in the small business lifecycle. Our business counseling services are provided free of charge to businesses and entrepreneurs.

### Our services include:

- No cost confidential advising
- Business plan development
- Economic and financial assistance
- Small business/employer trainings and workshops
- Government contracting assistance
- Market research
- and more

Give us a call at 541-962-1532 to schedule an appointment with the Eastern Oregon Small Business Development Center today!

*This center serves Union, Morrow, Wheeler and Grant counties.*

### Workshops

From our intensive Small Business Management Program cohort-based classes to workshops on new laws, HR and emerging marketing trends, we have the classes you need to help start and grow your business.



### Handshake

Employers and Agencies, Career Services invites you to login to Handshake to create a profile and upload your career development and advancement opportunities.



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UNIVERSITY

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EOU Main Line (541) 962-3672

EOU Career Services (541) 962-3711

Website [eou.edu](http://eou.edu)

# Blue Mountain Community College

Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.

## Blue Mountain Community College Small Business Development Center

Our team is committed to your business's success and will support you at every stage from business idea to succession planning and every milestone in between. We provide no-cost, one-on-one business advising and live workshops, so you have what you need when you need it.

Give us a call at 541-278-5833 to get started today!

*This center serves Umatilla, Wallowa and Baker counties with centers in Hermiston, Pendleton, Milton-Freewater, Enterprise and Baker City.*

Our team covers all aspects of business, from startup to succession. Our combined business experience ranges from graphic design, technology, marketing, business accounting and bookkeeping, retail, operational planning, business systems, finance and community networking.

Our team of advisers are local and have experience with business ownership, bringing you the expertise and resources you need to succeed.



### Our business counseling services are:

- **Effective** - We have years of experience helping small businesses succeed
- **Confidential** - All our clients, their businesses, and related information are kept strictly confidential - we will not sell or provide your information to anyone without your permission
- **Free** - Our business counseling services are provided free of charge to businesses and entrepreneurs

*Our colleges provide a variety of workforce development opportunities including both short and long-term education and training services. For more details about the specific programs that each college specializes in, please contact each college directly, or contact the Eastern Oregon Workforce Board for assistance.*



Phone (541) 276-1260  
Website [blueecc.edu](http://blueecc.edu)





# Treasure Valley Community College

TVCC is a comprehensive community college dedicated to promoting student success. We offer support, workshops, and services designed to help participants find the right career path, prepare for and find jobs that will offer pathways out of poverty and into living wage careers.

## Customized Business Services:

- Professional development programs
- Custom skills training for businesses or federal/state agencies
- One-day workshops
- Online training
- Licensing and certifications (e.g., skid-steer, flagger, real estate, property manager, Construction Contractors Board, Pesticide Applicator, etc.)

## TVCC Offers:

- Strategic job listing promotion targeted for TVCC students and pending graduates, at various locations on our campus (e.g., Fabrication positions posted in/near our Welding department), via social media, and online through Career Coach
- Dedicated classroom space specifically for industry use, for trainings or meetings. Classroom is equipped with overhead projector, computer, and instructor podium, and can accommodate approximately 25-30 people
- MILO De-escalation Simulator, for use by law enforcement, corrections agencies, and private security or crisis prevention organizations
- Apprenticeship programs for Electrician or Plumbing
- Benefits Navigator to provide individual assistance in determining eligibility for federal state, or local benefits AND connecting individuals to these benefits
- Tuition assistance and scholarships
- Training and education to support entrance to or retention of employment that leads to economic self-sufficiency
- Capacity to assist with minor custom projects for industry partners, such as welding or fabrication by our students
- Regularly places students into internships (cooperative work experiences) with industry partners, identifying appropriate matches between employers' needs and students' skillsets, providing an opportunity for students to apply their learning in a work setting



## Career Services:

- Career Exploration & Advising (connecting careers to educational programs)
- 6-, 30-, or 60-Question Interest Assessment to determine job skills and interests, and match students' interests to educational programs
- Businesses can post jobs directly to our career web pages, and receive notifications when students upload their resumes for these postings
- Students can create and upload their resumes and submit to postings



## Treasure Valley Community College Small Business Development Center

### Our professional business advisers cover topics including:

- Getting started
- Small business advisory for unique local needs
- Legal forms of business
- Access to capital
- Accounting
- Advertising
- Buying/selling a business
- Business/strategic planning
- Cash flow
- Employee relations
- Financial reporting
- Patents and trademarks
- Selling to the government

*Our advisory services cover the Eastern Oregon counties of Harney and Malheur. We reach into Western Idaho to ensure comprehensive small business services for our regional economy.*



The Center for Business, Workforce & Community Learning (CBWCL) and the Small Business Development Center (SBDC) customize our services; providing specialized workforce development programs and small business advisory tailored to our unique local business trends.

### Industry Advisory Committees:

- An advisory committee exists for each occupational program
- Represents an ongoing partnership between TVCC and the workforce community
- Convene to improve the quality and impact of instructional programs and to ensure that the skills taught are current with those in business, industry and government
- Helps determine the existing resources and future needs of the community in their occupational area, including labor market demand, training trends, skills employees need, and the requisite equipment and infrastructure to facilitate this training
- Advise on the needs for re-training or upgrading skills for the existing workforce based on industry changes

### Career Training Programs in partnership with ed2go:

These courses are online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

**Phone (541) 881-5755**  
**Email [cbwcl@tvcc.cc](mailto:cbwcl@tvcc.cc)**  
**Website [tvcc.cc](http://tvcc.cc)**

# Trade Act

Trade Act has a variety of benefits to assist workers affected by foreign trade become re-employed. Workers that have been affected by foreign competition, certified for TAA, and determined entitled to apply to the resources and benefits of the program are eligible for services.

## **Allowable Types of Training:**

**Classroom Training** that leads to a certificate, degree, or higher level of education. The training must be through an accredited Institution or have acceptable oversight. To find a training institution visit [www.ode.state.or.us](http://www.ode.state.or.us) or [www.QualityInfo.org](http://www.QualityInfo.org). If you do not have Internet access, you can visit your local WorkSource Oregon office or your TAA representative can assist you. You can take required classes on-line if they are not available in a physical location.

## **Employer-Based Training / On-the-Job**

**Training (OJT)** If you find an employer who is willing to provide OJT in a specific occupation, the employer may be reimbursed for part of your paid wages while they train you. If you have an employer in mind, contact your TAA representative for help in presenting the OJT information to the employer. The employer and TAA representative must sign an OJT Agreement before the OJT can start. You must apply and be approved before you start to work for the potential OJT employer.

## **Services for individuals:**

- Reemployment services
- Job search allowance
- Relocation Allowances
- Additional unemployment insurance in the form of Trade Readjustment Allowances(TRA)
- A wage subsidy for re-employed workers aged 50 or older
- Classroom or On the Job Training
- Health Coverage Tax Credit



**Central Trade Act Unit 1-877-639-7700**  
**Email [taacentral@oregon.gov](mailto:taacentral@oregon.gov)**  
**[www.oregon.gov/employ/unemployment/  
pages/trade-act.aspx](http://www.oregon.gov/employ/unemployment/pages/trade-act.aspx)**

# Workers' Compensation Division

The Preferred Worker Program helps qualified Oregon workers who have permanent restrictions from on-the-job injuries and who are not able to return to their regular employment because of those injuries. Preferred workers can offer Oregon employers a chance to save money by hiring them.

## Employer incentives:

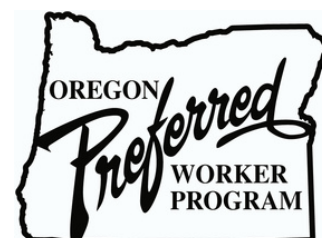
- 6 month wage subsidy
- Workers comp premium exemption
- Job creation
- Reimbursed claims costs

## Worker benefits to help them accept or maintain employment:

- Work clothes
- Tools and equipment
- Training, worksite modification
- Transportation
- Job development

Phone 503-947-7574

Website [wcd.oregon.gov/rtw](http://wcd.oregon.gov/rtw)



## Confederated Tribes of the Umatilla Indian Reservation Tribal Vocational Rehabilitation

The Confederated Tribes of the Umatilla Indian Reservation - Tribal Vocational Rehabilitation (CTUIR - Tribal VR) provides culturally relevant services to all eligible Federally Recognized Tribal Members with disabilities that will benefit from our services that reside in our service delivery area. Located on the Umatilla Indian Reservation outside of Pendleton in Mission, Oregon.

## CTUIR - Tribal VR provides:

- On the job training to the business around Disability Awareness/inclusion
- Outreach to our local High School Youth Transition Coordinators and State VR as Tribal Students begin their junior year of High School for a seamless transition into employment or higher education

Phone: (541) 429-7180

Email: [tvr@ctuir.org](mailto:tvr@ctuir.org)

[www.ctuir.org/departments/human-resources/tvr](http://www.ctuir.org/departments/human-resources/tvr)



Cayuse – Umatilla – Walla Walla  
Confederated Tribes of the Umatilla Indian Reservation

# National Farmworker Jobs Program (NFJP)

The National Farmworker Jobs Program (NFJP) is a nationally-directed, locally-administered program of services for migrant and seasonal farmworkers (MSFW) and their dependents. Career Services and Training grant recipients help farmworkers and their dependents acquire necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries.

## Services provided by NFJP grantees to MSFW:

- **Career Services** - outreach, skills assessment, labor market information, job search, program eligibility determination & placement assistance, individual employment plans developed through a case management-based service strategy, group & individual counseling, & short term prevocational services
- **Training Services** - occupational skills & job training, on-the-job training opportunities, programs that combine workplace training with related instruction, skills upgrading & retraining, entrepreneurial training, & other training activities
- **Youth Services** – tutoring, dropout prevention, paid & unpaid work experiences, occupational skills training, certain education, leadership development opportunities, mentoring, comprehensive guidance & counseling, financial literacy training, & entrepreneurial skills training
- **Related Assistance Services** - short-term direct assistance that helps farmworkers & their family members to retain their agricultural employment or to participate in intensive or training services
- **Housing Assistance** - helps to meet a critical need for the availability & quality of farmworker housing, & supports better economic outcomes for MSFWs & their families. Housing assistance includes direct payments for emergency & temporary housing & for direct investments in housing assistance for MSFWs at their permanent residence. Other indirect assistance includes leveraging services to increase or maintain housing stock available to farmworkers & housing development designed to improve living conditions for underserved farmworker communities



Organizations at the local level receive grant funds from the U.S. Department of Labor's Employment and Training Administration (ETA) to provide these services. To find the program nearest you, look for a grant program in your state, contact your local American Job Center, or call ETA's toll-free help line at 1-877-US-2JOBS or your local WorkSource office.

**National  
Farmworker  
Jobs Program**

21 work**source** | OREGON

Email [nfjp@dol.gov](mailto:nfjp@dol.gov)

Website <https://www.dol.gov/agencies/eta/agriculture>



# Oregon Human Development Corporation

OHDC helps employers hire and retain great people. Employers who select an OHDC farmworker client are hiring a carefully screened, fully supported and trained employee who has a desire to get ahead, and who wants to work hard for their employer. Most farmworkers work long hours, rain or shine, in both individual and group settings for multiple employers. This means that farmworkers are motivated, adaptable and dependable and offer great potential for future employers.

OHDC creates relationships with employers that result in quality matches between farmworker job seekers and the employer's job openings. OHDC also offers job retention services, supplemental training and other supports for career advancement for the newly-hired farmworker employee.

Finding and retaining good employees can be challenging and expensive. OHDC services are free to both the employer and the employee. There are no commissions or "finding fees" and employees are not required to pay for the services they receive from OHDC.



## National Farmworker Job Program (NFJP)

OHDC receives funding from the U.S. Department of Labor to provide these services as part of the National Farmworker Jobs Program (NFJP), authorized in Section 167 of the Workforce Investment Act, which establishes the nation's comprehensive workforce system. As the NFJP operator for the state of Oregon, OHDC is part of a national network of organizations funded by the Department of Labor to provide specialized employment and training services for eligible migrant and seasonal farmworkers in each state.



**NFJP Youth Program** supports students with financial assistance with tuition/books/Room & Board. In addition to resume and interview preparation.

Phone 503-245-2600  
Website [ohdc.org](http://ohdc.org)



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