

Three steps to attaining an entry level job through the KEE Program...

STEP 1: Join us at an Applicant Info Session at **11am** sharp on your choice of any Tuesday or Wednesday. Info sessions do not require an appointment and you only need to attend one which lasts approximately one hour. Please arrive a few minutes early, bring a current resume (if you have one), Social Insurance Card (or document with SIN number) and E&IA Case Number (if applicable). Our office is located at 406 Edmonton Street.

STEP 2: If you would like to sign up for the program, there will be an intake interview which will be scheduled for you at the session. This may even take place directly after it.

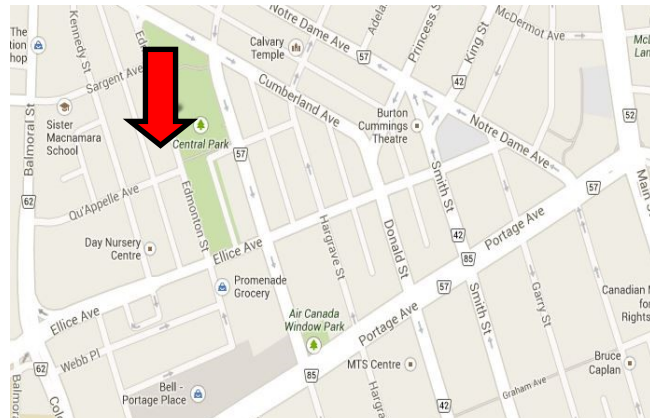
STEP 3: Follow-through with your custom action plan, workshop schedule and instructions in the KEE Guidebook. Be sure you keep in touch with the employment specialist you met with. If you require a mock interview or help with your resume, let them know.

Please note: Clients are in control of what they do with our services. Please be in contact until you attain employment so we can confidently act on your behalf to employers.



NEW WORK SITES NEEDED!

We are always looking for new employers to hire qualified clients. Feel free to forward our contact info to any employer requiring staff to work 26 hours per week or more. We match employers with staff free of charge to both clients and employers. Our goal is to build lasting relationships with employers so there's no pressure to hire candidates we send.



Knox Employment Entry (KEE) Program

We are at the north side of Portage Place, across from Central Park at the corner of Edmonton & Qu'Appelle in the Knox Church. Please go through the main doors of **406 Edmonton Street**. When inside, enter the doors on the left and let receptionist know that you have arrived.

24 HOUR INFO LINE & VOICEMAIL
204/953-2453

With exception of holidays & closures:
Applicant Information Sessions are on
Tuesdays and Wednesdays at 11a.m.

Please check keewinnipeg.com for all the latest information, updates & closures.

All follow-up meetings with staff are by appointment only.
Please arrive a few minutes early for scheduled appointments.

For comments, compliments or concerns, please contact our Program Director Lesley Harrison at 204/942-4579 or lharrison@knoxwinnipeg.ca

Having a tough time finding work?
Feel you need a key to get in that closed door?
We can help!



KNOX EMPLOYMENT ENTRY

**KEE MAY BE YOUR KEY TO
ATTAINING ENTRY LEVEL
EMPLOYMENT IN WINNIPEG**

KEEWINNIPEG.COM
406 EDMONTON STREET
24 HOUR INFO LINE 204/953-2453

The Knox Employment Entry (KEE) Program is a non-profit agency that assists clients in attaining **entry level employment** with a wide variety of employers in Winnipeg. We do our best to match the right person with the right employer at no charge for our services to the participant or employer.



Below are examples of the types of employment we help people attain.

Note: Opportunities will vary based on employers' needs at any given time.

- Hotel (room attendants, front desk, etc.)
- Restaurants (servers, cooks, dishwashers, etc.)
- Sales Associates (retail & telesales)
- Cashiers
- Warehouse/Production/Assembly Workers
- Commercial Cleaners/Janitorial Staff
- Food Counter Personnel
- Bakers
- Drivers (delivery, long distance, shuttle)
- General Labourers
- Help Desk Associates & More!



Each client will have an employment coach to help identify any new skills you may need prior to gaining employment. Together you will develop an action plan which may include workshops at Knox about:

- How to do search and apply for a job to obtain maximum results
- Interview skills
- Employer & customer expectations
- Customer service
- Job descriptions and duties
- Teamwork
- Work ethic & staying employed
- Moving up within the company
- Stress Management
- Employee Rights
- Taking initiative and more!

Are we the right program for you?

- KEE is unique because we actually help place people in jobs! This means that we are limited by what is currently available and the work requirements of our different employers. For example, if the job requires heavy lifting, we can only send people who are physically able to do that sort of work. Or, if a job has various shifts, we can only match clients who have flexible schedules.
- Health is important. If we assess that we are not the right program to help, we will refer you to another program that may be a better fit.
- We do our best to find employers that will hire people with criminal records; however, the vast amount of employers we work with require clients to have a clean record (depending on current openings, exceptions *may* be made for old DUI, possession or domestic charges).
- Clients have to be reliable, in touch & follow action plans in order to obtain an interview, placement or job reference through us.
- Clients need to be able to clearly communicate with employers, co-workers and customers in writing, over the phone and in person.
- If you have children, you will need to have reliable child care in place.
- You must be ready to start work quickly and be able to work no less than 30 hours per week.
- We must be able to reach you easily by phone and/or email for opportunities and updates.

We will help you the best that we can within the eligibility conditions that apply (all of which will be discussed at the Applicant Info Sessions).

Funding Provided By:

The Government of Canada The Manitoba Government