

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

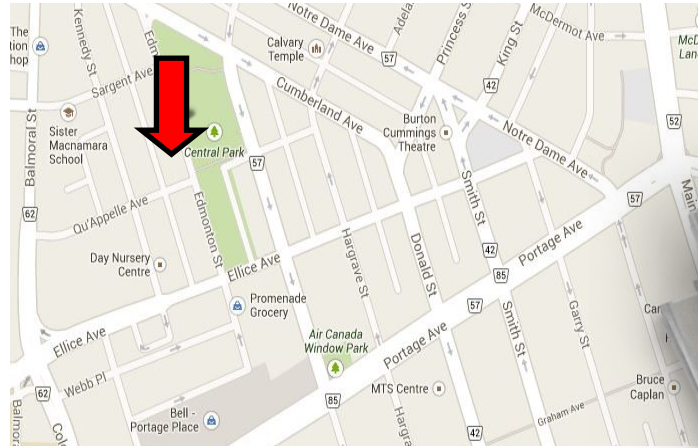
**STEP 1:** Join us at an Applicant Information Session at **11am** sharp on your choice of any Wednesday or Thursday. Info sessions do not require an appointment and you only need to attend one which lasts approximately one hour. Please arrive a few minutes early, bring a current resume (if you have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

**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, online training modules, workshop schedule and instructions in the Guidebook.

*On request, we can do intakes over the phone and help clients secure employment remotely.*

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



### 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. Buzz the intercom at the main doors of **406 Edmonton Street** to enter. When inside, enter the doors on the left and please check in with reception.

**24 HOUR INFO LINE & VOICEMAIL  
204/953-2453**

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

Please check [keewinnipeg.com](http://keewinnipeg.com) prior to coming down 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, Info Sessions and/or Workshops.

For comments, compliments or concerns, please contact our Program Director Lesley Harrison at 204/942-4579 or [lharrison@keewinnipeg.ca](mailto:lharrison@keewinnipeg.ca)



# 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 KEE Coach to work with. Together you will develop an action plan which will include our online Step By Step To Employment Online Learning Modules and in person workshops at Knox.

Training topics we cover include:

- How to do search and apply for a job
- How to follow-up after you apply
- Interview skills
- Employer & customer expectations
- Customer service
- Job descriptions and duties
- Work ethic & staying employed
- Moving up within the company
- Taking initiative and much 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.

• Since the majority of our employers we work with require clean criminal records, we are only able to accept clients with clean records although exemptions may be possible for driving, domestic or possession charges on a case by case basis.

• 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 28 hours per week or more.

• 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

You are welcome to check out our self-assessment quiz: [keewinnipeg.com/quiz](http://keewinnipeg.com/quiz)