

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

STEP 1: Contact the KEE Program either online or by phone to set up an intake interview.

STEP 2: Attend your intake interview. Please have your Social Insurance number with you and E&IA Case Number (if applicable).

STEP 3: Follow-through with your custom action plan, complete online training modules, attend workshops while following instructions and tips found in the KEE Guidebook.

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.



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 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 at reception.

To sign up and/or learn more on how we can help you attain employment quickly, contact us anytime at **keewinnipeg.com** or call our 24/7 Information Line & Voicemail at **204/953-2453**.

Please check our website prior to coming down for all latest information, updates & possible closures.

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

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



KEE CAN HELP YOU ATTAIN EMPLOYMENT
24 HOUR INFO LINE 204/953-2453
KEEWINNIPEG.COM
406 EDMONTON STREET



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 any of our services to participants or the employers that hire them.



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!

Funding Provided By:

The Government of Canada

The Manitoba Government



Each client will have an Employment KEE Coach to work with. Together you will develop an action plan which will include workshops, job search and our innovative online "Step By Step To Employment" learning modules. This is a certified course! Upon completion, you will receive an "Employment and Customer Service Training" certificate. *Workshop & Module Topics include:*

- How to maximize results when applying
- Navigating technology while applying
- Resumes & cover letters
- How to follow-up after you apply
- Interview skills
- Employer & customer expectations
- Customer service & handling difficult situations
- Job descriptions and duties
- Work ethic & staying employed
- Moving up within the company
- Staying motivated while facing rejection
- Goal setting & choosing effecting actions
- Taking initiative, stress management & 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 with KEE intake staff).

You are welcome to check out our self-assessment quiz: keewinnipeg.com/quiz