

# November 2020

## Career Center Services

Vista del Camino  
7700 E Roosevelt | Scottsdale  
**480-312-0060**

Currently, Career Center services are available by appointment only.

**Services are free to all Maricopa County residents.**



Call or email for an appointment:

**Sheila Williams, MSW**  
[swilliams@ScottsdaleAZ.gov](mailto:swilliams@ScottsdaleAZ.gov)  
**480-312-0058**

**Ciara Lopez**  
[ciara.lopez@Maricopa.gov](mailto:ciara.lopez@Maricopa.gov)  
**480-312-0062**

Connect with us!

- [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov), search 'career center'
- [Facebook](#) and [LinkedIn](#) at 'Scottsdale Vista Career Center'



The **Career Center** has an internet accessible computer lab with access to a fax, copier, printer, scanner and skilled career coaches to assist in job searching.

**Career Center lab is open.**  
**By appointment only: 8 a.m.- 4 p.m., Mon, Wed, Fri**

### **New Career Center Webpage Live**

Check out the **New Career Center** page for updates, events, job seeking tips, and employment leads! Visit the page by going to [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov), search 'career center'.

### **Arizona@Work Partnership**

In addition to job seeking assistance, these onsite services are available:

- Workforce Innovation Opportunity Act Training Grant (WIOA)
- Office Proficiency Assessment and Certification (OPAC)
- Arizona Career Readiness Credential (ACRC)

### **Get Credentialed**

#### **Office Proficiency Assessment and Certification (OPAC)**

OPAC is an assessment designed to evaluate and certify skills and proficiencies in typing, 10-key, data entry, Microsoft programs, medical terminology, and legal terminology. Contact Ciara Lopez for more information.

### **Employers are Hiring**

To be added to the distribution of current job leads, contact Sheila. For active job recruitments from Scottsdale companies go to: [scottsdale.jobs](http://scottsdale.jobs).

### **Virtual Career Coach**

**Resume Assistance • Interview Preparation • Career Guidance**  
Signup to talk to a Career Coach to get assistance on your career path. Monday thru Friday; morning and afternoon sessions available.

**Visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search 'career center' to sign up for your virtual career coach session.**

## Career Center Tours:

Not sure where to start? Join us for a tour and learn to navigate the Career Center as an effective tool for your job search.

Make Your Appointment Today by:

- Signing up for a tour with the front desk
- Calling: 480-312-0058

## Employment Assistance Adult Job Seeker Assistance:

- Career Assessments / Credentials
- Career Closet
- Career Guidance
- Employment Resources\*
- Information & Referral
- Job Interview Preparation
- Resume Review
- Transportation Assistance\*
- WIO Training Grant

\* Requires Scottsdale Residency, Income and Program Qualifications

## Scottsdale Teen Employment Program (STEP):

The STEP program assists Scottsdale teens, ages 14 to 19, with job readiness training, Resume assistance, mock interviews and job referrals. STEP offers workshops and regular events designed for the teen jobseeker.

## One-on-one Sessions:

Appointment Required

## Application Hour

Learn helpful techniques and guidance for filling out your online job application.

## Tech Tutoring

Learn basic internet and computer techniques that will help you on your job search.

## Job Search Strategies

On the job hunt? Get started with an exploration of effective job search strategies.

## Mock Interviews

Practice job interview questions with a professional.

## Dress for Success

## Vista Career Closet

Get an outfit for your interview or a few outfits for your professional job from our Career Closet with gently used clothing, shoes and accessories. Some uniform clothing and steel-toed shoes may be available.

