



# **WORKSOURCE ATLANTA**

Employer's Guide to WorkSource Atlanta Services

## **Employer Services**





## WORKSOURCE ATLANTA COVID-19 Response

April 1, 2020

City of Atlanta Business  
Atlanta, Georgia

### **RE: Dislocated Worker Benefits through WorkSource Atlanta**

Dear City of Atlanta Business Owner:

During these difficult times your business may find itself strategizing sustainable solutions to keep the doors open, adjusting to a new normal and contemplating stressful financial decisions. At Work Source Atlanta we understand. We are the workforce system for the City of Atlanta and provide customers with resources to attain sustainable employment and collaborate with business leaders for the recruitment and development of their labor and market needs. We serve our customers by developing them through a continuum of service. This sequence of service covers outreach and education, intake, assessment of skill levels, resume building, job search, job placement assistance, supportive service's needs; including transportation, childcare, and/or training that builds their skills to meet labor market needs.

Should your business need to make the tough decisions to execute a reduction in force, we want to help. Through our Workforce Innovation Opportunity Act (WIOA) grant we offer an Adult and Dislocated Workers program. This program provides complimentary career services, individualized services, paid Work Experiences, training and certifications. The training services are provided to equip individuals to enter or reenter the workforce and retain employment in high demand jobs and careers. Additionally, we offer complimentary webinars to assist job seekers, as well as a free online learning account that includes a computer skills center.

Customers can participate in an orientation online by using their phone or other mobile devices by logging onto [www.atlworks.com/pilot](http://www.atlworks.com/pilot). They will be informed about services and benefits designed to help them get back on their feet. After watching the orientation, customers will be told how to register for WIOA eligibility.

We are a one-stop source for reliable information on recent employment trends, wages, detailed industries, and jobs in demand and will assist with finding a pathway to employment. If you believe we can be helpful to your business and its employees please contact Ralph Dickerson at [rdickerson@atlantaga.gov](mailto:rdickerson@atlantaga.gov).

If you're interested in WSA's services, please call 404.546.3000 or visit us at [www.atlworks.org](http://www.atlworks.org) to get additional information.

Best,

A handwritten signature in black ink, appearing to read "Katerina Taylor".

Katerina "Kat" Taylor  
Executive Director



# WORKSOURCE ATLANTA EMPLOYER SERVICES

WorkSource Atlanta is a valuable resource for job seekers and employers alike. We can assist in filling employment gaps with skilled and ready workers, and we provide innovative job training programs that help current employees expand their skill sets to better serve both employers' needs and their own career goals. We also promote economic development and collaboration with local and regional businesses to help develop a highly-skilled and responsive local workforce.

As an American Job Center for recruitment and training support, WorkSource Atlanta offers a variety of services:

## Recruitment Support

WorkSource Atlanta can help fulfill employment needs with a variety of resources at no cost to employers seeking workers in the city of Atlanta. We provide:

### Access to Qualified Candidates

We assess candidates' skills and interests to provide tailored training and support, and we deliver education and occupation-specific training within our program as well as with the help of partner organizations. The job candidates we assist have a strong support network that provides career planning, delivers tailored supportive services, and ultimately strengthens each candidate's capacity to gain and retain employment.

### Job Fairs

WorkSource Atlanta can provide job fairs that target the needs of specific industries, occupations, or companies at no cost to employers interested in hiring Atlanta residents. Virtual Interviews are coming soon!

### Other Resources

- Pre-employment drug screenings
- Background checks

## Economic Development Resources

### Work Opportunity Tax Credits

Work Opportunity Tax Credits (WOTC) are federal tax credits awarded to Georgia companies that hire individuals who have consistently faced significant barriers to employment. The Georgia Department of Labor (GDOL) coordinates the WOTC program which provides employers financial incentives when hiring workers from targeted groups of job seekers by reducing an employer's federal income tax liability. The tax credit ranges from \$1,200 to \$9,600 per qualified employee, depending on the target group.



# WORKSOURCE ATLANTA EMPLOYER SERVICES

## Employer Services Continued:

### Advance Notice of Closings and Layoffs (WARN)

Per the Federal Worker Adjustment and Retraining Notification Act (WARN), employers are required to provide notice 60 days in advance of covered plant closings and covered mass layoffs.

In coordination with the Department of Labor, WorkSource Atlanta provides Rapid Response Services, which are early intervention services designed to respond to a pending layoff of more than 50 employees before layoffs, including comprehensive retraining and reemployment services for employees.

### Training Services

WorkSource Atlanta can provide training for incumbent workers. Employers can benefit from incumbent worker training with a better skilled workforce. Your employees will benefit with updated and in-demand skills that result in wage gains.



# COVID 19 Pandemic Response

## WORKSOURCE ATLANTA

City of Atlanta's Premiere  
Workforce Development Agency

### Our One-Stop Partners

#### AARP Foundation

Provides employment assistance through the Senior Community Service Employment Program  
Contact: Tamika Condel **678-919-8283**  
Email: [tconde@aarp.org](mailto:tconde@aarp.org)

#### Atlanta Public Schools

Provides assistance with Adult Education and Literacy  
[www.atlantapublicschools.us](http://www.atlantapublicschools.us)  
Contact: Albany Price | **404-802-3560**  
Email: [aprince@atlanta.k12.ga.us](mailto:aprince@atlanta.k12.ga.us)

#### Atlanta Technical College

Provides Career & Training Education (CTE) and Adult Education & Literacy;  
Contact: Michelle Jackson | **404-225-5050**  
Email: [mjackson1@atlantatech.edu](mailto:mjackson1@atlantatech.edu)  
Contact: Mattie Goss | **404-225-4446**  
Email: [mgoss@atlantatech.edu](mailto:mgoss@atlantatech.edu)

#### Fulton-Atlanta Community Action Authority

Provides assistance to low-income individuals and families in Atlanta and Fulton County;  
Contact: Waymond Davis, Jr. | **404-525-0682**  
Email: [wdavis@faca.org](mailto:wdavis@faca.org)

#### Georgia Vocational Rehabilitation

Provides assistance to jobseekers with disabilities  
[www.gvs.georgia.gov](http://www.gvs.georgia.gov)  
Contact: Barbara Barrett | **404-947-1787**  
Email: [barbara.barrett@gvs.ga.gov](mailto:barbara.barrett@gvs.ga.gov)

#### Job Corps

Provides residential education and job training for young adults ages 16-24  
[www.jobcorps.org](http://www.jobcorps.org)  
Contact: Joyce Brown | **404-599-3742**  
Email: [brown.joyce@jobcorps.org](mailto:brown.joyce@jobcorps.org)  
Contact: Altonia Anderson | **404-599-3741**  
Email: [anderson.altonia@jobcorps.org](mailto:anderson.altonia@jobcorps.org)

### One Stop Operator Services

#### One-Stop/Navigator Services include:

- Computer assistance with Pre-Application assistance Document uploads to computer Job Search and Resume distribution
- Job Interview Tips
- Resume Assistance
- Virtual Job Search
- Referrals to One-Stop Partner Services
- Free Online Learning Account

Contact our One Stop Manager, Roscell Hall by email:  
[rohall@atlantaga.gov](mailto:rohall@atlantaga.gov)

### Talent Development Specialist Assistance

#### Talent Development Specialists Assistance include:

- Labor Market Research
- One-on-One Job Search
- TABE Testing
- Training/Certifications (Online Training Available)
- Virtual WIOA Application and other Workshops
- Onsite and Virtual Training Programs

Contact our Service Navigator at **404-546-3000**

We will provide a seamless process to complete your WIOA application, TABE Testing, and a variety of virtual workshops for those who qualify. For more information visit [WWW.ATLWORKS.ORG](http://WWW.ATLWORKS.ORG) and choose City of Atlanta as your preference.

Keisha Lance Bottoms, Mayor of Atlanta  
Katerina "Kat" Taylor, Executive Director

#### WorkSource Atlanta

818 Pollard Boulevard, SW, Atlanta, GA 30315  
404-546-3000 | TTY/TDD: 1-800-255-0135 or Mobile Device Dial: 711  
[www.worksourceatlanta.org](http://www.worksourceatlanta.org) |   

Atlanta

