Work Source MAINE | CareerCenter

Let's get started!

Your CareerCenter Resource Guide

Finding a new job can feel challenging, but it can also be exciting. You can use this guide for a self-directed search or reach out for one-on-one help.

3 **Your journey: How can I get started?**
Tailored guides to help you begin your job search

7 **Your resources: How can the CareerCenter help me?**
See what resources are available to help you on your journey

24 **Home & life services**
Additional resources to help you take care of yourself and your family

25 **FAQ**
Frequently asked questions about the CareerCenter

27 **Contact Us**
CareerCenter locations and contact information

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Contents

Get started by exploring all the resources available to help you look for a new job or to advance your current career.

Your journey: How can I get started?

Tailored guides to help you begin your job search

4 **Start here: Your first steps**

5 I want to find a new job

5 It's been a while since I looked for a job, I need help

6 I need help advancing my current career

6 I need flexible, part-time work

6 I want to start my own business

Your resources: How can the CareerCenter help you?

See what resources are available to help you on your journey

8 **Find a new job**
Places to look for job postings

9 **Plan my career**
Information about industries, career paths, and skills required for specific occupations

10 **Learn new skills**
Learning and training opportunities to help you advance your current career or switch to a new career

14 **Explore targeted programs**
Resources for people with disabilities, veterans, youths, seniors, new Mainers/ Americans, people transitioning from corrections, migrant & seasonal farmworkers, laid-off workers, and people in recovery

23 **Learn about labor laws**
Information to help you know your rights

Home & life services

Additional resources to help you take care of yourself and your family.

Page 24

FAQ

Frequently asked questions about the CareerCenter and the services offered there

Page 25

Contact us

CareerCenter locations and contact information

Page 27

You may have other important things on your mind while looking for work. From assistance with rent, transportation, childcare, health care, mental health, domestic violence, heat and utilities, addiction, and more - **211 Maine**'s trained staff connect you to the information you need. **211 Maine** is free, confidential, and available 24 hours a day, 7 days a week. To contact a specialist, dial 211 on your phone, text your zip code to 898-211, or visit 211Maine.org.

Your journey: How can I get started?

4 **Start here: Your first steps**

5 I want to find a new job

5 It's been a while since I looked for a job, I need help

6 I need help advancing my current career

6 I need flexible, part-time work

6 I want to start my own business

Your first steps

Use the resources below or contact us for one-on-one help

Contact us for one-on-one help at no cost!

Email: MaineDOL.CareerCenter@maine.gov

Phone: 207-623-7981

Chat: myworksourcemaine.gov/contact-us

1 Prepare for your job search

- ☐ Find free computer access near you
  - **CareerCenter Locations** myworksourcemaine.gov/locations
  - **Maine Library Locations** maine.gov/msl/findlibs.htm
- ☐ Register for a free email address
  - **Yahoo email** (Ymail) overview.mail.yahoo.com
  - **Google email** (Gmail) accounts.google.com/signup
- ☐ Apply for unemployment insurance to see if you are eligible for benefits
  - **New to Unemployment? Start here** maine.gov/unemployment/newtoui
  - **File an initial claim** reemployme.maine.gov

Whether it's signing up for networking sites or applying for jobs, many jobsearch activities require an email address.

What you need to file:

- ☐ A ReEmployME account
- ☐ Your Social Security Number
- ☐ Your Alien Registration and expiration date (if you are not a US citizen)
- ☐ Employment information
- ☐ A valid email address

2 Set up a Maine JobLink account

You can create and share your resume with employers, search for a job, research labor market information, find training opportunities and training

- ☐ **Create a "Job Seeker" account** joblink.maine.gov/jobseeker/registrations/new
- ☐ **Attend a workshop -** "Creating and Navigating Your Maine JobLink Account" www.myworksourcemaine.gov/events

3 Create or update your resume

Resumes are a summary of your work and education history. They are a way to highlight your key skills and accomplishments. Resumes are often the first contact point with a potential employer.

- ☐ **Download Adobe Reader** to open PDF files get.adobe.com/reader
- ☐ **Sign up for Google Docs**, an online word processor that lets you create and format documents. (Gmail account required) google.com/docs/about
- ☐ **Attend workshops** www.myworksourcemaine.gov/events

Did you know that...

The CareerCenter can also help with other job search documents like cover letters? See more resources here: CareerOneStop.org/JobSearch/Resumes/resumes-and-applications.aspx

4 Look for a new job or explore career paths

- ☐ Check out the job board resources on **page 8**
- ☐ Explore career paths through the resources on **page 14**
- ☐ Learn about training and education opportunities on **page 10**
- ☐ **Attend job fairs** www.myworksourcemaine.gov/events

5 Get ready for your new job!

I want to find a new job

Whether you are looking to find a new career or your next opportunity, the CareerCenter can help.

I want to find a new job in my **current field**

- ☐ Check out the job board resources on **page 8**
- ☐ **Register in the Maine JobLink** to find job openings and start getting job leads emailed to you, create a "Job Seeker" account www.joblink.maine.gov/
- ☐ **Explore resources** available on CareerCenter's website myworksourcemaine.gov
- ☐ **Attend workshops** to improve your job search skills and refine your cover letter or resume myworksourcemaine.gov/events

I want to find a new job in a **new field**

In addition to the steps above, you can also:

- ☐ Learn about other training and education opportunities on **page 10**
- ☐ **Look into taking courses** by contacting your local adult education, community college, or university

It has been a while since I looked for a job, I need help getting started

Has it been a while since you have had to look for work? Do you need information on how to write a resume and cover letter or how to prepare for an interview?

- ☐ Check out the job board resources on **page 8**
- ☐ Explore career paths through the resources on **page 14**
- ☐ Learn about training and education opportunities on **page 10**
- ☐ **Attend workshops** to improve your job search skills and refine your cover letter or resume myworksourcemaine.gov/events
- ☐ **Register in the Maine JobLink** to find job openings and start getting job leads emailed to you, create a "Job Seeker" account www.joblink.maine.gov/
- ☐ **Take free classes** for 21st century skills edu.gcfglobal.org/en/

Ways the CareerCenter can help

- Assistance with Maine JobLink (MJL) account setup
- Assistance with cover letter and resume creation and/or review and feedback
- Guidance on where to search for jobs, including online
- Referral to training opportunities

Maine Adult Education
maineadulted.org

Higher education in Maine
maine.gov/portal/education/colleges.html

Workforce Innovation and Opportunity Act (WIOA) Services

Aroostook County Action Program
acap-me.org/programs/workforcedevelopment

Eastern Maine Development Corporation (EMDC)
emdc.org/workforce

Workforce Solutions
workforcesolutionsme.org

Contact us for one-on-one help at no cost!

Email: MaineDOL.CareerCenter@maine.gov

Phone: 207-623-7981

Chat: myworksourcemaine.gov/contact-us

Or visit us in person!
See our locations on **page 27**

Did you know that...

With your permission, Maine JobLink allows employers to search for your resume?

I need help advancing my current career

Are you looking for career advancement, including landing your next promotion or raise?

- ☐ **Take free classes** for 21st century skills edu.gcfglobal.org/en/
- ☐ **Take courses** by contacting your local adult education, community college, or university
- ☐ **Discover funding opportunities** that may help your career progression in the 'Assistance' section starting on **page 12**
- ☐ Learn about other training and education opportunities on **page 10**

GCFLearnFree.org can help you

- Learn Microsoft Office
- Understand new technology like operating systems and 3D printing
- Design nice-looking documents and presentations
- Learn the basics of networking

Maine Adult Education
maineadulted.org

Higher education in Maine
maine.gov/portal/education/colleges.html

Maine Community College System Workforce Development Programs: mccs.me.edu/workforce-training/

I need flexible, part-time work

Do you want to work a specific number of hours? Do you want more control over when you work?

- ☐ **Register in the Maine JobLink** and specify what type of work you want www.joblink.maine.gov/
- ☐ **Attend a job fair** (virtual or in person) www.myworksourcemaine.gov/events
- ☐ Check out the job board resources on **page 8**

Did you know that...

Maine JobLink matches you to jobs based on how you complete your profile?

If you aren't getting the matches you're looking for, reach out to a CareerCenter for one-on-one help to perfect your profile!

Email: MaineDOL.CareerCenter@maine.gov

Phone: 207-623-7981

Chat: myworksourcemaine.gov/contact-us

Or visit us in person!
See our locations on **page 27**

I want to start my own business

Looking to start your own business? Need guidance on what steps to take? There are many resources available to help you!

- ☐ **Maine Small Business Development Center** (SBDC) mainesbdc.org
- ☐ **Chamber of Commerce** - How to start a business in Maine chamberofcommerce.org/how-to-start-a-business-in-maine
- ☐ **Financial Authority of Maine** (FAME) famemaine.com
- ☐ **New Ventures Maine** newventuresmaine.org/programs/start-a-business

Your resources: How can CareerCenter help you?

8 **Find a new job**
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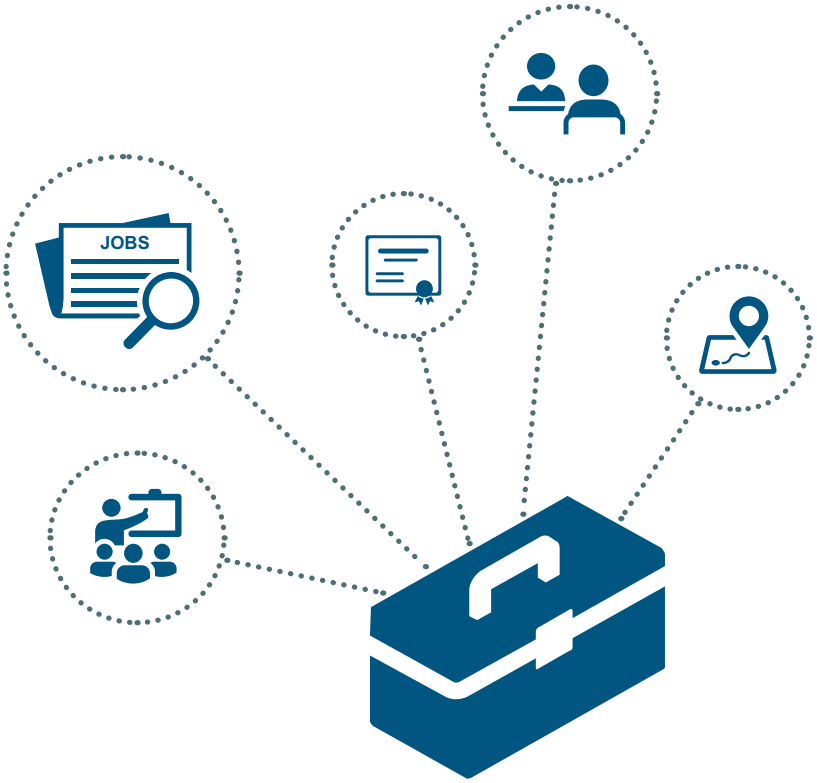
Information to help you know your rights



Find a new job

Places to look for job postings

Resource	Description	Contact or Link
Maine JobLink (MJL)	Maine JobLink provides job seekers with easy-to-use tools that support a wide range of employment activities. MJL is completely free for you to use. You can create and post a resume, search for a job, research labor market information, find training opportunities and training providers, and more!	Website: JobLink.maine.gov
Maine State Government Jobs	If you want to serve your community, help the public, and make an impact with your next career, the State of Maine wants to hear from you.	Website: maine.gov/bhr/state-jobs
Federal Government Jobs	Search and apply for federal jobs. Learn about unique hiring paths for veterans, students and graduates, individuals with a disability, and more.	Website: USAjobs.gov
Live and Work in Maine: Job Board	From full time to seasonal work, Live and work in Maine has you covered. Search their job board for your next great career opportunity.	Website: LiveAndWorkinMaine.com
JobsInME	Search for jobs where you live and work. Save those searches and have the results sent to your inbox. Filter your search by desired travel amount, or type of employment such as full-time, part-time or contract work.	Website: www.JobsinME.com Phone: 877-374-1088
LinkedIn	Create an online profile and build a network of professional connections. Explore employer profiles and job postings.	Website: www.linkedIn.com
Indeed	The #1 job site in the world with over 250 million unique visitors every month. Indeed strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.	Website: www.indeed.com
Glassdoor	Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more.	Website: www.glassdoor.com

Plan my career

Learn about industries, career paths, and skills required for specific occupations

Resource	Description	Contact or Link
MDOL Transitions Guide	This document covers topics like unemployment insurance basics (page 1), programs and services available through the CareerCenters to find or train for you next job (page 10), resources you may find helpful during unemployment (page 18), and more!	Link to resource (PDF): https://www.myworksourcemaine.gov/sites/default/files/2025-05/transitions_guide_2025%20final.pdf
My Skills My Future	Find new career options based on the skills and experience you gained in past jobs.	Website: MySkillsMyFuture.org Phone: 1-877-US2-JOBS
My Next Move	Learn more about career options. This site will help you make informed career decisions using information about tasks, skills, salary information, and more for over 900 different careers.	Website: MyNextMove.org
Labor Market Information (LMI)	LMI will help you make informed career decisions. It can help you prepare for the job market by informing you about job options, including what industries employ people in the jobs you are interested in, what the outlooks are for those jobs, what they pay, where job opportunities are geographically, what the qualifications are, and where to get trained.	Website: maine.gov/labor/cwri
Healthcare Workforce Navigators	Healthcare Workforce Navigators help people interested in healthcare jobs determine the best career paths for them. Navigators provide customized career guidance, including the creation of person-specific employment and training plans. They assist with navigating available training opportunities and referrals for health care jobs and apprenticeship opportunities. Navigators assist out-of-state and foreign-trained professionals translate and evaluate prior credentials, access licensing, and learn how previous training may apply to healthcare jobs in Maine. Navigators also serve as a direct connection to the network of Rural Health Transformation Program workforce initiatives.	Website: www.maine.gov/health-caretrainingforme/ Select “Get connected to a CareerCenter Consultant”

Learn new skills

Learning and training opportunities to help you advance your current career or prepare for a new career

10 Job search skills
10 Further education
12 Apprenticeships
12 Funding assistance

Job Search Skills

Learn skills that can help you land your next job

Resource	Description	Contact or Link
CareerCenter Workshops	Learn job search skills like resume writing and interviewing techniques as well as gain valuable information about effective job-getting strategies at CareerCenter workshops. Virtual sessions are available!	Website: myworksourcemaine.gov/events Phone: 207-623-7981
Adult Education- Work Ready	Take ownership of your career-related decisions and develop concrete skills necessary to get a job, such as resume writing and interviewing. WorkReady is a 60-hour, portable credential endorsed by businesses throughout Maine.	Website: maineadulted.coursestorm.com/
New Ventures Maine	Review your interests, skills, and experience; discover new job and career possibilities; identify education and training options, and develop your own career plan. No cost workshops to help you build your career!	Website: newventuresmaine.org/programs/build-your-career/

Further Education

Learn new skills to prepare for a new career or advance in your current field

Resource	Description	Contact or Link
Maine JobLink Training Database	Search for training and education providers based on keywords and school type.	Website: JobLink.maine.gov/training

Further Education (continued)

Learn new skills to prepare for a new career or advance in your current field

Resource	Description	Contact or Link
Maine Adult Education	Develop skills and gain knowledge and/or credentials needed for further educational opportunities , job training, and employment.	Website: MaineAdultEd.org maine.gov/doe/learning/adulted
GCFLearnFree.org	Learn skills needed to live and work in our changing environment. Learn how to use Microsoft Office, understand new technology, design eye-catching documents and presentations and learn the basics of networking.	Website: edu.gcfglobal.org
Maine Community College System (MCCS)	Explore over 300 career and transfer programs for continuing education.	Website: mccs.me.edu
Maine Quality Centers	MCCS Maine Quality Centers offer customized education and training for new and expanding Maine businesses at no cost to the employer or the trainees	Website: mccs.me.edu/work-force-training
Maine Educational Opportunity Center (MEOC)	Get information and assistance in completing college admission and financial aid forms. Advisors can also assess academic readiness, provide career counseling, and refer individuals to community resources. Open to any adult wishing to re-enter a formal education setting.	Website: meoc.maine.edu/about-meoc
MaineSpark Adult Promise and Navigator Program	Get support to earn credentials, change careers, or learn a new trade or skill. Are you hoping to start or finish a degree or certificate, switch paths or move up in your field? This network of agencies can provide information, counseling and resources. The Adult Promise online hub can assist you with thinking through and planning your next education or career move. Their Navigators are experienced advisors who can help find answers to your questions.	Website: mainespark.me/adult-promise
University of Maine System	Advance your education and skills and gain a degree/credentials with on-line and/or in-person programs at seven campuses across Maine.	Website: maine.edu
Healthcare Training for ME	Healthcare Training for ME is a statewide collaboration of educational institutions and government agency partners convened to ensure Maine's workers can easily access healthcare training opportunities and supports.	Website: https://www.maine.gov/healthcaretrainingforme/

Further Education (continued)

Learn new skills to prepare for a new career or advance in your current field

Resource	Description	Contact or Link
SafetyWorks! Training Institute	Receive no-cost training on a wide range of workplace safety and health and employment law topics.	Website: maine.gov/tools/whatsnew/index.php?topic=Safetyworks_Classes&v=ListAll
Digital Maine Library	Free online learning and training tools for all Mainers, including LearningEx-press Library, online training focused on career preparation, high school equivalency preparation, college ad-missions test prep, personal educa-tion, computer skills, and more.	Website: library.digitalmaine.org/

Apprenticeships

Opportunities for those who are 16 years old or older

Resource	Description	Contact or Link
Maine Department of Labor's Maine Apprenticeship Program	Work and earn wages while you learn new skills and earn an industry recognized credential! Apprentices learn skills on-the-job at the same time they participate in coursework related to their occupation.	Website: apprenticeship.maine.gov

Funding Assistance

Assistance to support education, training, and skill development needed for career development and securing employment

Resource	Description	Contact or Link
Maine Career Center	Contact a CareerCenter for information about help paying for education and training programs. They will help with identifying possible funding sources and assist you in connecting with them.	Website: myworksourcemaine.gov

Funding Assistance (continued)

Assistance to support education, training, and skill development needed for career development and securing employment

Resource	Description	Contact or Link
Aroostook County Action Program REGIONAL	Work with trained, dedicated career counselors to overcome barriers and gain employment. You can get help with training, education, job readiness, and job search activities. Funding is available to support approved training programs (both long and short term) and support services that help people stay in school or on the job.	Website: acap-me.org/programs/WorkForceDevelopment Serves Aroostook county
Eastern Maine Development Corporation REGIONAL	Work with Eastern Maine Development Corporation (EMDC) to identify career/training goals and create a plan for your future. Through individualized advising, EMDC connects people with free resources including job readiness, job training, work experience, and more.	Website: emdc.org/workforce- Serves Androscoggin, Franklin, Hancock, Kennebec, Oxford, Penobscot, Piscataquis, Somerset and Washington counties
Workforce Solutions REGIONAL	Get assistance to identify, plan for, and achieve employment and training goals. Priority populations include veterans, low-income individuals/public assistance recipients, dislocated workers, and youth/young adults with barriers to employment.	Website: WorkForceSolutionsME.org Serves Waldo, Knox, Lincoln, Sagadahoc, Cumberland, and York counties
CareerCenters Competitive Skills Scholarship Program (CSSP)	CSSP helps Maine residents access post-secondary education, including certificate programs and associate and bachelor degree programs leading to skilled, well-compensated jobs that are in demand in the Maine economy.	Website: https://www.myworksourcemaine.gov/pages/cssp
Grants and Scholarships	There are many financial aid and scholarship opportunities and the CareerCenter can help you sort them out. You can also search for them on the internet. Contact Maine colleges directly for local scholarship opportunities.	Websites: studentaid.gov Collegescholarships.org famemaine.com PELL: https://umaine.edu/stuaid/types-of-aid/grants-2/federal-pell-grant/
Higher Opportunity for Pathways to Employment (HOPE)	HOPE program helps Maine parents enroll in and complete training and education beyond high school by providing financial support for costs related to training and education.	Websites: maine.gov/dhhs/ofi/programs-services/hope Phone: 207-624-4170
Parents as Scholars (PaS)	Parents as Scholars is a monthly benefit through Temporary Assistance for Needy Families (TANF) that helps parents working through a two- or four-year postsecondary education program.	Websites: maine.gov/dhhs/ofi/programs-services/tanf

Explore targeted programs

Resources for people with disabilities, veterans, youths, seniors, new Mainers/Americans, people transitioning from corrections, migrant & seasonal farmworkers, laid-off workers, and people in recovery

14 Disability resources
16 Veteran resources
17 Youth resources
18 Senior resources
19 New Mainer/American resources
20 Migrant & seasonal workers
21 Transitioning from corrections
22 Laid-off workers
23 Job seekers in recovery

Disability Resources

Employment and assistive technology resources for youths and adults

Resource	Description	Contact or Link
Division of Vocational Rehabilitation (DVR)	Provides help to youth and adults who have physical, mental, or emotional disabilities to find, keep and advance in employment, including individualized career planning, training, work experiences and supportive services.	Website: maine.gov/rehab/dvr/
Division for the Blind and Visually Impaired (DBVI)	Provides help to individuals of all ages with visual impairments, including vocational assessment, individual counseling, independent travel skills, and other training, equipment, and follow-up services to support successful employment.	Website: maine.gov/rehab/dbvi/
Division for the Deaf, Hard of Hearing & Late Deafened	Provides services and resources, including a comprehensive resource guide, information, advocacy, referrals, Deaf identification cards, vehicle placards, and a discount on in-state TTY calls.	Website: maine.gov/rehab/dod/index.shtml
Employment for ME	Provides one-stop access to information related to the employment of Maine citizens with disabilities.	Website: EmploymentForMe.org

Disability Resources (continued)

Employment and assistive technology resources

Resource	Description	Contact or Link
SSA Ticket to Work	Social Security Administration's Ticket to Work program provides free job counseling and coaching, training, benefits counseling, and assistance with job placement for people age 18 through 64 who receive SSI or SSDI benefits.	Website: ChooseWork.ssa.gov/findhelp
Job Accommodation Network (JAN)	A comprehensive source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. JAN helps people with disabilities enhance their employability and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace.	Website: askJAN.org Phone: 800-526-7234 - Voice 877-781-9403 - TTY
AgrAbility	Helps agricultural workers, fishermen, and forest workers who have been impacted by a disability by providing education and connecting them with vocational rehabilitation and others who can help.	Website: extension.umaine.edu/agrability Phone: 1-800-287-1478
Alpha One	Offers grants for ramps, services, and adaptive equipment; peer support; information; referrals; adaptive driver education; accessibility consulting; assistive technology loans, and other resources. Alpha One empowers individuals with disabilities to take charge of choices and act on their own behalf to achieve their goals for independence.	Website: AlphaOneNow.org
Spurwink ALLTECH	**Assistive Technology:** A program to find and donate gently used assistive and durable medical equipment. They provide consultation and training to support learning and communication.	Website: SpurwinkAllTech.org/alltech-services/recycle-reuse-program Phone: 207-232-6421
Maine CITE	**Assistive Technology:** This program makes it easier for someone with a disability to live more independently and safely, work at a job, learn in school, get about their community or pursue play and leisure.	Website: MaineCITE.org
AT4Maine	**Assistive Technology:** A free service that provides demonstrations of assistive devices and operates an assistive technology loan program.	Website: at4maine.org

Veteran Resources

Resources for those who served in the US Armed Forces

Resource	Description	Contact or Link
CareerCenter Services for Veterans	Get help with finding a new job, obtaining new skills, and getting access to other state or federal resources. Veterans and eligible spouses are given priority over non-veterans for receiving employment, training, and placement services. The Maine Department of Labor Veterans Team **Facebook page** offers connections to resources, announcements, videos, and more. facebook.com/MaineDOLVET/	Website: myworksourcemaine.gov/resources/veteran-services
Bureau of Veteran's Services	Find answers to your questions about the state and federal benefits you have earned.	Website: maine.gov/veterans/
Hire a Hero	Find a job on this online job board featuring military-friendly employers.	Website: HireAHero.org/
Hire Heroes USA	Get free job search assistance given to U.S. military members, veterans and military spouses.	Website: HireHeroesUSA.org
My Next Move for Veterans	Find veteran-focused information on occupations, required experience, education, wages, labor market information.	Website: MyNextMove.org/vets/
Veteran and Military Transition Center	Get employment, training, and financial help after military service.	Website: CareerOneStop.org/Veterans/ Phone: 1-877-872-5627 - Voice 1-877-889-5627 - TTY

Youth Resources

Resources for those who are 24 years old or younger

Resource	Description	Contact or Link
Workforce Innovation and Opportunity Act (WIOA) Youth Service Providers	Get help with education and career goals with one of these organizations. They offer counselors to guide, mentor, and monitor youth. They may provide funding for approved training programs and support services. **For specific WIOA-funded youth services:** Aroostook County Action Program (ACAP) acap-me.org/programs/workforcedevelopment/ Eastern Maine Development Corporation (EMDC) emdc.org/workforce/ Workforce Solutions https://workforcesolutionsme.org/youth-employment-services/	Website: https://joblink.maine.gov/search/providers
Job Corps	Receive no-cost education and career technical training in preparation for holding a meaningful job or participating in further education.	Penobscot Jobs Corps - Bangor Campus: penobscot.jobcorps.gov Loring Jobs Corps - Limestone Campus: loring.jobcorps.gov
Youth Build	If you dropped out of high school and live in Greater Portland, you may have opportunity to gain skills for in-demand jobs in construction, health care, information technology, and hospitality! YouthBuild includes mentoring, follow-up education, employment, and personal counseling services, and participation in community service and civic engagement.	YouthBuild- Portland LearningWorks Phone: 207-795-6820 Website: learningworks.me/our-programs/youth-building-alternatives/

Youth Resources (continued)

Resources for those who are 24 years old or younger

Resource	Description	Contact or Link
Service Works Program	If you are required to perform community service hours by the Juvenile Court, your Juvenile Community Corrections Officer, local law enforcement, or a school administrator, Service Works offers positive projects to satisfy that requirement. The program provides an alternative to juvenile justice system involvement and school discipline, while giving you the opportunity to get involved in the community and serve worthy nonprofit organizations.	Website: learningworks.me/our-programs/service-works/
Street Academy	The Street Academy ensures that homeless youth in Maine have every opportunity to thrive, grow and become productive members of their community through education and workforce training.	Preble Street Teen Center: 343 Cumberland Avenue Portland Website: www.preblestreet.org/2013/10/25/portland-street-academy-puts-homeless-youth-on-career-path/ Phone: 207-874-8155

Older Worker Resources

Resources for those who are 55 years old or older

Resource	Description	Contact or Link
Senior Community Service Employment Program (SCSEP)	A community service and work-based job training program for low-income, unemployed seniors. Participants also have access to employment assistance through American Job Centers. **Available for those 50 years old or older.**	Website: maine.gov/dhhs/oads/get-support/older-adults-disabilities/older-adult-services/scsep
Senior College	With 17 campuses in Maine, each senior college offers non-credit courses as well as a range of exciting learning opportunities for adults over 50. Senior colleges charge between $25 to $35 for an annual membership, plus an additional very modest tuition for each course. **Scholarships are available.**	Website: MaineSeniorCollege.org

New Mainers/Americans

Resources for those who have immigrated to America and now live in Maine

Resource	Description	Contact or Link
Maine Immigrant Rights Coalition (MIRC)	Statewide network of 68 organizations representing diverse ethnic communities across our state. All coalition members are working to create and support programs and policies that promote immigrant inclusion and integration.	Website: maineimmigrantrights.org Phone: 207-956-7030 Cell: 207-776-8138
Office of Maine Refugee Services (OMRS)	OMRS administers Maine's Office of Resettlement funded programs statewide awards and manages refugee service grant programs (refugee support services, english language instruction, etc.) Available to refugees, asylees, and individuals with several other immigration statuses.	Website: www.ccmaine.org/omrs Phone: 207-781-8550 Email: OMRS@ccmaine.org
New Mainers Resource Center	Provides skilled professionals with programs to support employment and licensing, including credential evaluation, job readiness skills, networking opportunities, workshops and other services designed to help new Americans of all professions overcome barriers to enter the workforce.	Website: nmrcMaine.org Provides Services Statewide
Greater Portland Immigrant Welcome Center	Serves as a hub of collaboration that strengthens the immigrant community through language acquisition, economic integration, and civic engagement.	Website: WelcomeImmigrant.org Phone: 207-517-3401
Capital Area New Mainers Project (CANMP) **REGIONAL**	CANMP operates the Augusta Multicultural Center, which offers an iEnglish digital learning lab and hosts community classes, events, and programs that celebrate the diverse cultures of central Maine.	Website: NewMainersProject.org Phone: 207-370-5246 Serves Greater Augusta Area
Prosperity Maine **REGIONAL**	Offers financial services, including financial literacy courses, one-on-one financial counseling and coaching, counseling for higher education, small business support, and partnering with other workforce development organizations.	Website: www.prosperityme.org/ Phone: 207-797-7890 Serves Greater Portland and Lewiston/Auburn.
Immigrant Resource Center of Maine	Supports refugee and immigrant communities by offering culturally and linguistically sensitive services. Advocates and educates on access to services and resources including resettlement services, outreach and referral, systems advocacy, interpretation and language services, cultural broker services, etc.	Website: ircofmaine.org Phone: 207-753-0061

Migrant & Seasonal Farm Workers

Resources for farmworkers who work seasonally or travel to work and are unable to return to their permanent residence within the same day

Resource	Description	Contact or Link
Maine CareerCenters	Contact the Maine CareerCenter nearest you and learn about the many resources available to find jobs and training, and access other services including, basic needs, legal assistance, and more. There are Spanish-speaking CareerCenter Consultants available to help you with your service needs.	Website: myworksourcemaine.gov Phone: 207-623-7981 Immediate information: www.maine.gov/labor/labor_laws/publications/Migrant_and_Seasonal_Farmworker_Resource_Directory.pdf
National Farmworkers Jobs Program (NFJP)	Contact Pathstone Corp. to acquire the skills needed to retain your agricultural job or start a new career. They can help with career and job information and decisions, workplace readiness training, job training, services to farmworker families including tutoring, dropout prevention, paid and unpaid work experiences. They also help with housing assistance which helps to meet a critical need for the availability and quality of farmworker housing, and supports better economic outcomes for MSFWs and their families.	Website: info@pathstone.org Phone: 1-800-888-6770
State Monitor Advocate	Contact the State Monitor Advocate with concerns about fair working conditions and access to employment services.	Website: maine.gov/labor/labor_laws/maine_monitor_advocate.html
Maine Mobile Health Program	Contact Maine Mobile Health Program to find care and services related to your or your family's health.	Website: MaineMobile.org

Transition from Corrections

Resources for those who have a history with the justice system and/ or have been out of the workforce for a period of time

Resource	Description	Contact or Link
Maine CareerCenter	CareerCenters offer job search guidance to those who have been involved with the criminal justice system or are close to being released from incarceration. The Centers offer group and individual sessions for those who have been justice-involved and want assistance addressing certain issues, problems or situations that may come up such as long-term unemployment, addressing their history with employers, and planning for living expenses while attending college. CareerCenters also offer programs to help mitigate some barriers that this population faces. Two such programs are a federal bonding program offering free bonds to employers who hire individuals with a history with corrections and the Work Opportunity Tax Credit program where employers may receive a tax credit for hiring certain individuals who have been incarcerated.	Live Chat: myworksourcemaine.gov Additional resources: careeronestop.org/ExOffender/default.aspx Phone: 207-623-7981
Maine Department of Corrections (MDOC) Re-entry Services	MDOC begins identifying and addressing release planning and reentry as soon as the offender enters one of the facilities. The intake and assessment process involves several assessments to determine an offender's areas of risk. Once the risk factors have been identified, facility Case Managers work with the offender to create an individualized case plan to address these factors.	Website: maine.gov/corrections/programs/reentry
Maine Prisoner Re-entry Network (MPRN)	MPRN connects clients with transportation, housing, employment, mental health resources, substance abuse resources, faith connections, and other needs through a local community approach to address the issues of the formerly incarcerated and their communities.	Website: re-entrymaine.org/programs

Laid-off Workers

Resources for those who were laid off from their job

Resource	Description	Contact or Link
Maine CareerCenter	Maine CareerCenters provide help to those who have lost their job or received notice that they will lose their job because of a lay-off or plant closure. CareerCenter staff will help you find a new job and/or prepare for a new career. Through the federal Trade Adjustment Assistance (TAA), and Trade Readjustment Allowances programs, special reemployment and training support is available for workers who lose their jobs or experience a reduction in hours or wages due to foreign trade.	Website: myworksourcemaine.gov CareerCenter Locations: myworksourcemaine.gov/locations Phone: 207-623-7981
Dislocated Worker Program (DWB)	Workers who are at the end of their unemployment benefits and in an approved training program may be granted up to an additional 26 weeks of unemployment benefits if needed while completing their training programs.	Website: maine.gov/unemployment/specialprograms
Unemployment Insurance	Unemployment insurance provides a temporary source of income to individuals who have lost their jobs through no fault of their own. Unemployment insurance is provided while individuals look for another job and is funded by unemployment taxes paid by employers.	Website: maine.gov/unemployment
WorkShare	WorkShare is an unemployment option that helps businesses retain their workforce during a temporary slowdown in work. The program allows employers to voluntarily reduce the hours of staff in lieu of layoffs. Employees of the business are allowed to collect a partial unemployment benefit to help them offset the loss of income.	Website: maine.gov/unemployment/workshare
Transitions Resource Guide	A comprehensive resource list for laid-off workers in Maine including unemployment; reemployment; self-employment; health insurance; legal assistance; budgeting; community resources; and food, household and financial resources.	Link to resource (PDF): maine.gov/labor/docs/2020/careercenter/transitions_guide_2020a.pdf

Job Seekers in Recovery

Resources for people with a substance use disorder

Resource	Description	Contact or Link
Connecting with Opportunities Maine's Opioid Grant	A national health emergency grant to assist workers laid off from their jobs or people who have been unemployed for 27 weeks or longer, in finding training and support services to transition to new employment.	Website: maine.gov/labor/bes/coi/
Recovery Centers Statewide	Recovery Centers offer programs to help people recover from a substance use disorder/addiction, including alcohol and prescription medications. Programs may be residential, or out-patient. They may offer group or individual counseling, personal coaching, and other supports. This resource is not just for Portland residents.	Website: PortlandRecovery.org Phone: 207-553-2575
Division of Vocational Rehabilitation (VR)	The Division of Vocational Rehabilitation helps people who have a disability resulting from substance use find and keep a job. VR helps people who have physical, mental, or emotional disabilities.	Website: maine.gov/rehab/dvr/

Learn about labor laws

Information to help you know your rights

Resource	Description	Contact or Link
Maine's Labor Laws	This Maine Department of Labor website provides links to all the state statutes governing wages and hours, child labor, unemployment, employee rights, and workplace safety.	Website: maine.gov/labor/labor_laws

Home & life services

Additional resources to help you take care of yourself and your family

Resource	Description	Contact or Link
211	Call 211 to find assistance in your local area. This toll-free number connects people who want to give help or get help with a full range of health and human services in their community.	Website: 211.org Phone: 211
Maine Housing Authority	Assists Maine residents in obtaining and maintaining quality affordable housing and services suitable to their housing needs. The First Generation pilot program provides the opportunity for affordable homeownership to families. Financial Literacy Classes are required by the lender when applying for the program.	Website: MaineHousing.org Phone: 1-800-452-4668 **Program Information:** First Generation Pilot Program Financial Literacy Classes
The Home Energy Assistance Program (HEAP)	HEAP helps qualified homeowners and renters pay for heating costs.	Website: www.mainehousing.org/programs-services/energy/energydetails/liheap
Department of Health and Human Services	The Department of Health and Human Services connects Maine families to benefits and services that foster health, safety, resilience, and opportunity and helps them meet a wide variety of needs.	Website: maine.gov/dhhs/ofi/programs-services Phone: 1-877-544-3271
Consumers for Affordable Health	A non-profit advocacy organization committed to helping all Maine people obtain quality, affordable, health care.	Website: MaineCAHC.org Phone: 1-800-965-7476
Cover ME	Discover options in Maine for affordable health care coverage.	Website: CoverMe.gov Phone: 1-800-965-7476
Maine Primary Care Association	Contact to find a free Clinic or Community Health Center.	Website: mepca.org/community-health-centers/locations Phone: 207-621-0677

FAQ

Frequently asked questions about the CareerCenter and the services we offer

Unemployment FAQs
https://www.maine.gov/unemployment/claimsfaq/

What if I don't have a computer?

There are multiple options for free computer access, as well as free online training programs to build computer skills.

Find free computer access near you
CareerCenter Locations - see **page 27** or myworksourcemaine.gov/locations
Maine Library Locations maine.gov/msl/findlibs.htm

Free training programs
GCFLearnFree.org edu.gcfglobal.org/en/
Maine State Library Learning Express maine.gov/msl/lel.htm

GCFLearnFree.org can help you

- Learn Microsoft Office
- Understand new technology like operating systems and 3D printing
- Design professional-looking documents and presentations
- Learn the basics of networking

Do I need to be unemployed to use CareerCenter services?

No, CareerCenters offer a variety of employment and training services that can be tailored for anyone. Some programs and services are based on eligibility however, everyone is invited to talk with us about how we can help them. Our services are available on demand by phone, internet, and e-mail. Call us for an appointment for in-person services. We can help with:

- Maine JobLink (MJL) account setup
- Cover letter and resume creation and/or review and feedback
- Job search
- Training opportunities
- Workshops and resources
- Maine JobLink and/or ReEmployME accounts

Contact us for one-on-one help at no cost!

Email: MaineDOL.CareerCenter@maine.gov

Phone: 207-623-7981

Chat: myworksourcemaine.gov/contact-us

Or visit us in person!
See our locations on **page 27**

CareerCenter workshops
myworksourcemaine.gov/events

I need help with my resume, can you help with that?

Yes, the CareerCenters offer statewide, virtual resume writing workshops. CareerCenters also provide resources for writing resumes, cover letters, and other work search documents.

Resume Workshops myworksourcemaine.gov/events
Resources careeronestop.org/JobSearch/Resumes/resumes-and-applications.aspx
The CareerCenters also offer one-on-one services by appointment!

Call 207-623-7981 or email us at MaineDOL.CareerCenter@maine.gov

Or reach out through myworksourcemaine.gov/contact-us

FAQ

Frequently asked questions about the CareerCenter and the services we offer

Unemployment FAQs
https://www.maine.gov/unemployment/claimsfaq/

What is the difference between a Maine JobLink account and a ReEmployME account?

Maine JobLink is where job-seekers can look for employment opportunities, post their resume, and/or find resources and information on employment services.

ReEmployMe is where individuals apply for unemployment benefits. You will first need to file an initial and then file weekly claims to receive benefits. This is where you will enter your work search information as part of your weekly claims and upload requested documentation.

Both a Maine JobLink and a ReEmployME account are required to be eligible for unemployment benefits. The CareerCenter can help you set up both accounts.

New to Unemployment?
www.maine.gov/unemployment/newtoui

File an initial claim
ReEmployME.maine.gov

How to set up a JobLink account www.ajla.net/joblink/Content/Job_Seekers/Your_Account/Creating_an_Account.html

More JobLink resources www.joblink.maine.gov/job_seeker

Setting up a ReEmployME account maine.gov/unemployment/videos

Contact us for one-on-one help at no cost!

Email: MaineDOL.CareerCenter@maine.gov

Phone: 207-623-7981

Chat: myworksourcemaine.gov/contact-us

Or visit us in person!
See our locations on **page 27**

Is there a listing of job openings or training opportunities through the CareerCenter?

The Maine JobLink lists thousands of jobs posted by employers from hourly to exempt positions and in many sectors of the labor market. By registering and/or activating a Maine JobLink account, you have 24/7 access to search for jobs. www.joblink.maine.gov/

Find job openings

- Check out the job board resources on **page 8**
- **Attend job fairs** myworksourcemaine.gov/events

Find training opportunities

- Learn about training and education opportunities on **page 10**
- **Help from CareerCenter** myworksourcemaine.gov/form/job-seeker-triage
- **Visit Maine State Library Learning Express** website to see if there are free online education and occupational training maine.gov/msl/lel.htm

Contact Us

Services available online, through the CareerCenter hotline, or in person!

Chat:
myworksourcemaine.gov/contact-us

Phone:
207-623-7981

TTY:
Maine Relay 711

Email:
MaineDOL.CareerCenter@maine.gov

Or visit us in person!
myworksourcemaine.gov/locations

Locations

The Maine CareerCenter network consists of 11 full-service centers, additional service points, and partner providers located throughout the state.

Augusta
45 Commerce Drive
109 State House Station
Augusta, ME 04333

Bangor
45 Oak Street, Suite 3
Bangor, ME 04401-6667

Belfast
15 Starrett Drive, Ste F
Belfast, ME 04915
Phone: 930-7047

Brunswick
29 Sewall Street
Brunswick, ME 04011

Dover-Foxcroft
50 Mayo Street
Dover-Foxcroft, ME 04426
Phone: 951-0835

Ellsworth
248 State Street, Suite 15A
Ellsworth, ME 04605
Phone: 610-1521

Millinocket
1 Dirigo Drive, Suite 2
East Millinocket, ME 04430
Phone: 991-2128

Lewiston
5 Mollison Way
Lewiston, ME 04240-5805

Machias
53 Prescott Dr., Suite 1
Machias, ME 04654-9752

Hinckley
23 Stanley Road
P.O. Box 15
Hinckley, ME 04944

Portland
151 Jetport Boulevard
Portland, ME 04102-9974

Portland
One-Stop Center
56 Northpoint Dr.
Portland, ME 04101
Phone: 930-7047

Presque Isle
66 Spruce Street, Suite 1
Presque Isle, ME 04769-3222

Rockland
91 Camden Street, Suite 201
Rockland, ME 04841-2421

Springvale
9 Bodwell Court
Springvale, ME 04083-1801

Wilton
865 US Route 2E
Wilton, ME 04294-6649