



Employment Services and Supports for Job Seekers

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Employment Services - For Individuals:

- The Department of Jobs, Growth and Rural Development has programs and supports for anyone, of any age, living in the province and looking for work. This can include Income Support clients, older workers, students, persons with disabilities, newcomers and more.
 - Call 1-800-563-6600 or email employmentprograms@gov.nl.ca
 - You can also complete an online [Request for Service form](#) that can help connect you with supports
 - You may also browse services at <https://www.employmentnl.ca/english/>
 - It is recommended you allow 4 weeks from the point of contacting the Department in order to help you develop an Employment Plan
 - An employment plan can help you with: planning your career, getting work ready, exploring training, looking for work, starting work, already working.

Planning Your Career

- Thinking about training? Have you been out of the labour force for several years and not sure what kind of work you want to do? Laid off recently and thinking about upgrading your skills? Staff can help you explore your skills, interests, and passions
 - Career Cruising
 - Contact an Employment Centre
 - **ST. JOHN'S OFFICE** 285 Duckworth Street P.O. Box 8700 St. John's, NL, A1B 4J6
 - **Telephone: (709) 729-7505**
 - Employment Counselling
 - The Department has Career Development Specialists located throughout the province who are available to give information, counsel, and provide follow-up services to individuals who are exploring career options or looking for a job.
 - Employment Development Supports
 - Supports are available to help eligible individuals pursue career and employment goals. Employment Development Supports can assist with short-term training, pre-employment or work supports.
 - Work-Related for Persons with Disabilities
 - Provides adults with disabilities with supports such as workplace accommodations, adaptations, assistive technology devices, and technical equipment, up to \$5,000, to assist individuals with seeking, obtaining, or maintaining employment.

Getting Work Ready

- Employment Planning
 - Staff can help you develop an employment plan to determine the supports you may be eligible to receive. These could include

assistance with transportation, workplace safety clothing, or other items required to participate in a program to get you work-ready.

- Job-Search Assistance
 - You can benefit from this service if you are: Unemployed; Looking for your first job; Planning to work as you attend school; Returning to the workforce; Looking for a better job; Considering a career change
- [Resume Builder](#)
 - Build a resume using the online tool; it includes traditional templates for those with years of work experience in their field, as well as templates for first-time job-seekers, those with limited paid work experience, or those looking for an entry-level position.
 - Resume template: [Harvard resume sample](#)
 - Cover letter template: [Harvard cover letter sample](#)
- [Job Match](#)
 - Be instantly paired with jobs that suit your unique abilities on the Job Bank.
 - You can do a [quiz](#) to help choose, change, or develop your career. This will assess interests, abilities, and much more.
- [Preparing for an Interview](#)
 - Includes tips for planning, interview materials, during the interview, and after the interview.

Exploring Training

- [High School Equivalency and Upgrading](#)
 - If you need a high school diploma, or you need to upgrade your high school courses, there are a number of options open to you.
 - Adult Basic Education (ABE) is a provincial program for adult learners and is made up of three levels: Level I refers to basic literacy and roughly equates to K-6; Level II is considered equivalent to grades 7-9; Level III corresponds to grades 10-12 and requires the completion of a minimum of 36 credits in order to graduate.

- Individuals wishing to attend ABE are eligible to receive placement support allowance, which may include a start-up allowance, monthly stipend, transportation and subsidized child care.
 - For more information, contact: EduABE@gov.nl.ca
- Young People: Young people, aged 16 to 30, who have not completed high school are eligible for the Youth at Promise program at Thrive.
 - Youth in this program may have attended school throughout junior high and into high school, but may have large gaps in their literacy and numeracy. Participants in Youth at Promise work towards the completion of the CAEC. The program specializes in helping young people who are overcoming challenges with housing, addiction or mental health.
 - For more information, **contact Thrive at (709) 754-0536**
- Post-Secondary Education: if you are interested in obtaining a university or college education, you may be eligible for:
 - Student Aid
 - Skills Development
 - May provide financial aid for training 12 weeks or longer; must be a past or current EI participant; provides coverage for academic upgrading no longer than three years or for Adult Basic Education
 - Working Opportunities
 - Designed to encourage, retrain, or upskill people who are not eligible for Student Aid or the federally funded Skills Development Program to avail of similar financial supports for training to fill workforce shortages.
 - The program provides financial assistance to eligible individuals seeking full-time post-secondary training at a public or private training institution. This program supports training in the province of Newfoundland and Labrador that is between 12

weeks (minimum) and three years (maximum); **eligible training must lead to a diploma or degree.**

- Short-Term Training

- Available to individuals working with a Case Manager on an Employment Plan. This program helps provide support to those ineligible for Student Aid for training programs that are **less than 12 weeks in duration.**
- Also supports apprentices who must attend class training
- May help with: living expenses, training costs, transportation, childcare, disability-related supports; if you already receive Income Support, you will continue to receive your regular living benefits.

- For Persons with Disabilities:

- Internship Program with EmpowerNL: This program provides an opportunity for people with disabilities to be involved in their communities. It offers opportunities for interns to increase their independent living skills and help raise awareness of independent living across the province.
 - **Contact 1-844-517-1376**

Looking for Work

- **If you are unemployed and seeking work**, you can apply to the JobsNL Wage Subsidy program, which helps connect employers with employees by providing funding to create long-term or seasonal/short-term jobs.
 - To be eligible, you must reside in NL, be working less than 20 hours per week or in a field unrelated to your training, be a Canadian citizen or Permanent Resident, or a Temporary Resident with a Post-Graduate Work Permit or Open Work Permit, and **you must not be receiving federal or provincial pensions, WorkplaceNL benefits, or other benefits.**
- **If you are an apprentice**, you may be eligible for the Apprenticeship Wage Subsidy Program

- Must complete the Apprenticeship Wage Subsidy application and submit it to the department
 - If you require further information, visit your local employment centre or contact aws@gov.nl.ca or 709-292-4215
- **If you are a Canadian military or Veteran spouse or partner seeking work,** join the Military Spousal Support Network
- If you are interested in becoming an Entrepreneur/self-employed
 - Complete the entrepreneur self-assessment
 - Apply for the Self-Employment Assistance Benefit
 - **To be eligible, you must have a current EI claim or have had an EI claim that ended within the last 60 months;** other criteria may apply

Starting Work

- Work Supports
 - Provides eligible clients with supports to assist with seeking, obtaining, or maintaining employment. May be provided to assist clients engaging in: paid employment; a combination of paid and non-paid employment; or volunteer work. This can be used to cover costs such as work-required clothing, safety wear, and a certificate of conduct.
- Child Care Supports may be available if you have a job or are attending school
 - The Childcare Subsidy Program is available for individuals with children in a licensed daycare
 - Find the application here
 - If daycare is not suitable due to your children being too young, no licensed daycares in your area, working hours are outside of normal daycare operating hours, or your child cannot attend daycare due to health or medical concerns, childcare may be paid by the department.

- Rates are based on the number of hours you require and the number of children that require care

Already Working

- See [Work Supports](#) available for work-related medical, clothing, or certificates needed for work or to continue working
- See [Disability Work Supports](#)
 - Adults with disabilities may be eligible for up to \$5,000 for workplace accommodations, assistive technology, and equipment to help with obtaining and/or maintaining employment.

For Newcomers - Helping You Get Your Skills Recognized

- If you are a professional trained in Canada or another country, the [Fair Registration Practices Office](#) is here to help you understand how your credentials can be recognized in Newfoundland and Labrador.
- For questions, contact FairRegistration@gov.nl.ca

For Indigenous Workers

- [First Light Community Supports](#)
- [Indigenous Skilled Trades Office](#)
 - **St. John's, NL Office - 80 Mews Place**
 - Contact: Trades NL, Indigenous Employment Officer - Shelly England, sengland@tradesnl.ca or call at **709-726-4560 ext. 208**
 - The office can help with: Job search; Company connections; Resume writing; Apprenticeship navigation; Union navigation; Wage subsidy application assistance; Interview and exam preparations; Support for disability disclosure; Access to technology and resources (Internet access, Computer access, Printing and scanning, Telephone access)
 - [Register for the database of Indigenous skilled trades workers here](#)
- [Aboriginal Financial Officers Association of Canada](#)
 - Dedicated to furthering the education of Indigenous peoples in finance, management, and governance.

- See their [Indigenous Learning Centre](#), which provides scholarships towards their programs and bursaries for students in an academic program such as Business Administration, Business Management, Accounting, and/or Commerce
- Contact education@afoa.ca and **866-722-2362** for more information
- Offers a number of **certifications** including:
 - [Certified Aboriginal Financial Manager](#) (CAFM) - for a focus on Indigenous Financial Management
 - [Certified Aboriginal Professional Administrator](#) (CAPA) - for a focus on Indigenous senior-level administration
 - [Certified Indigenous Leadership](#) (CIL) - for a focus on Indigenous leadership
 - [Certified Indigenous Human Resources Professional](#) (CIHRP) - for a focus on Indigenous Human Resources
 - [Certified Emerging Indigenous Leaders](#) (CEIL) - for youth looking to develop skills necessary for impactful community leadership
- [Indigenous Skills and Employment Training](#)
 - Supports Indigenous women, including First Nations (status and non-status), Metis, and Inuit on a path toward meaningful training and employment.
 - To be eligible, you must:
 - Be a Canadian citizen
 - Identify as an Indigenous woman in all their diversities (First Nations, Metis, or Inuit)
 - Be unemployed, under-employed, or can demonstrate an immediate risk of being unemployed
 - Be seeking funding to participate in skills training or employment programming delivered in Canada
 - Demonstrate that the training supports a Canadian labour-market outcome

- Apply to their First Nation, Band, Treaty organization, or Nation where applicable, before the NWAC ISET program can assess an application for funding
- Not be in a repayment or default situation under the ISET program or with any other funding program or agency
- Be enrolled in an eligible post-secondary program at a publicly funded educational institution
- Programs delivered through private colleges are not eligible for funding under the NWAC ISET Program.

For Workers with Disabilities

- [Office of Employment Equity for Persons with Disabilities](#) (OEEPD)
 - Offers a number of employment programs and career development services
 - [Submit an application to become a client here](#)
 - Contact the office:
 - **87 Higgins Line - Howley Building, P.O. Box 8700, St. John's, NL A1B 4J6**
 - Telephone: **709-729-5881** or toll-free at **1-888-729-7690**
 - Email: OpeningDoors@gov.nl.ca
- [Canadian Council on Rehabilitation and Work](#)
 - provides disability employment services, accessibility support, career development programs, and employer resources. This includes:
 - One-on-One Employment Goal Planning and Coaching
 - Resume and Cover Letter Support
 - Interview Skills Practices
 - Requesting Accommodations and Supportive Job Searches
 - Enhanced training and more!
 - Contact:
 - Email: StJohns@ccrw.org
 - **136 Crosbie Road, Suite 204A, St. John's, NL A1B 3K3; Open Monday to Friday from 8:30am - 4:30pm**

- Easter Seals NL
 - **For more questions:**
 - Paula Hayes, paula@eastersealsnl.ca | 709-754-1399, ext. 225
 - Rachel Warren, rachel@eastersealsnl.ca | 709-754-1399, ext. 231
 - [Horizons Work Experience Program](#) - A work experience program for youth who encounter barriers to employment. Participants complete three weeks of skills training and certifications, followed by weekly classes and workshops held one day per week for the remaining 32 weeks of the program. During training and classes, participants receive a stipend equivalent to minimum wage. **Priority is given to applicants with a disability.**
 - Eligibility:
 - between 15 and 30 years of age
 - in need of assistance to overcome barriers to employment
 - not in school
 - a Canadian citizen
 - legally entitled to work according to provincial legislation and regulations
 - not in receipt of EI benefits
 - [Opportunities Fund](#) - helping individuals who identify as having disabilities build the skills they need to prepare for, secure, and sustain employment, enhancing their economic participation and independence.
 - Eligibility:
 - Self-identify with a permanent mental or physical disability that impacts daily functioning
 - Legally authorized to work in Canada
 - Requires assistance to keep and maintain employment
 - [TD Secure Futures](#) - an 8-week financial literacy program for individuals with disabilities who wish to become more financially independent

- Topics will include a wide range of financial basics such as budgeting, smart shopping, emotional spending, fraud protection, credit and debt, and many more.
- Contact:
 - Disability Education Lead - Britney Payne,
britneyp@eastersealsnl.ca | 709-754-1399, ext. 235
- [Sun Life Workplace Readiness Program](#) - provides a **\$2,000** scholarship for students in Newfoundland and Labrador who identify as living with a disability and demonstrate financial need. Beyond financial support, successful applicants are paired with a **mandatory volunteer mentor** to receive personalized guidance and professional development as they prepare for the workforce
- [Reimagine Employment Program](#) - offers financial support to help participants build the skills needed to secure, sustain, and advance in employment, as well as to pursue educational opportunities. We provide personalized, comprehensive assistance to meet each participant's unique needs. Supported expenses may include professional development courses (such as first aid), transportation (for example, Gobus or Metrobus), work attire, and ergonomic workplace equipment.
- EmpowerNL - The Disability Resource Centre: [Career Services](#)
 - **4 Escaconi Place, St. John's, NL A1A 3R6 | Open 9am to 4pm Monday to Friday**
- [211 - Job Postings](#)