



NOVA SCOTIA **WORKS**

WELCOME TO NOVA SCOTIA WORKS

Canada

NOVA SCOTIA

 *Opportunity Place*





NOVA SCOTIA WORKS

We're open!

Opportunity Place is now a
Nova Scotia Works
Employment Services Centre.

We help job seekers and employers navigate a range of programs — from career planning, job searches and on-the-job development to recruitment, planning and HR support.

Come visit us today and let us
help you succeed.

108 Cobequid Road, Suite 100, Lwr Sackville



NOVA SCOTIA WORKS - OPPORTUNITY PLACE

Monday – Friday

8:30am – 4:30pm

108 Cobequid Road, Suite 100

Lower Sackville, NS B4C 2N2

902.864.7520 (Phone)

902.869.3836 (Fax)

staff@opportunityplace.ca

opportunityplace.ca



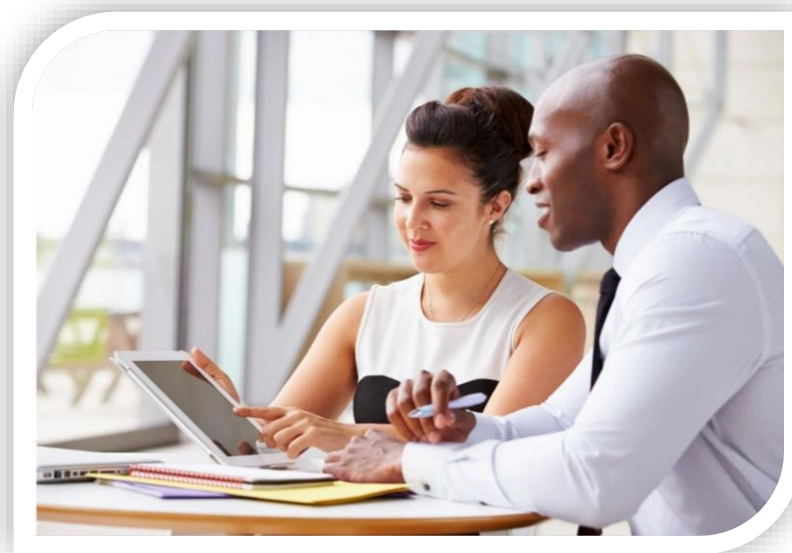


WHO USES THE SERVICES OF NOVA SCOTIA WORKS?

No matter what step you are taking on your path to employment, we have the information you need:

- Looking for work? Lacking experience?
- Unsure of your employment goals?
- Seeking help with your job search skills?
- Considering self-employment?
- Looking to make a career change?
- Interested in returning to school?
- Having trouble keeping a job?

OPPORTUNITY STARTS HERE



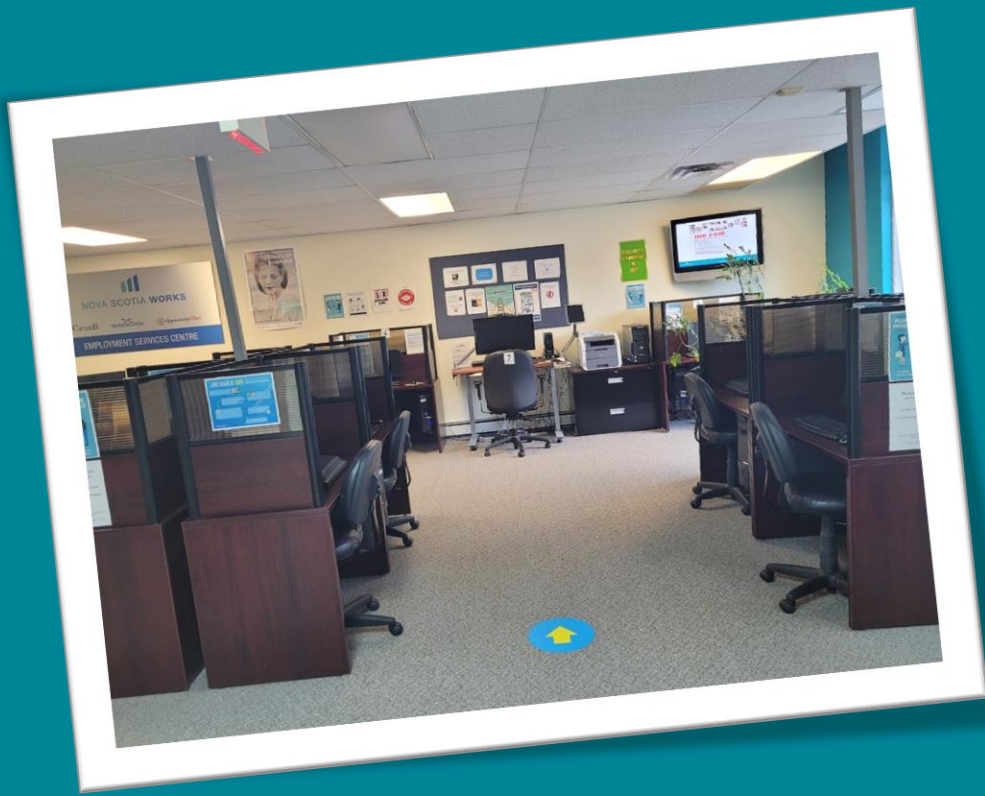


LET US HELP YOU...

Our staff would be pleased to meet with you to discuss your specific needs.

- We take pride in providing quality services delivered by knowledgeable staff in a friendly and supportive environment.
- Our team will provide relevant information and resources to support you on your path to employment.
- Confidentiality is assured.





JOB SEARCH CENTRE





JOB SEARCH CENTRE

The JSC is a self-directed resource for all job seekers. You may utilize a wide range of FREE resources and tools such as:

- Internet access and links to popular job search websites
- Computers and laptops to complete your training
- Assistive technologies available to support various disabilities
- Current Labour Market Information (LMI)
- Resume/cover letter preparation, support and critiques
- Access to office equipment: photocopier, fax machine and scanners
- Phone and voicemail for employers to reach you
- Information on funding options
- Information on apprenticeship and other provincial programs and/or projects





CAREER DEVELOPMENT SUPPORT





CAREER DEVELOPMENT SUPPORT

Meet with one of our Career Development Practitioners

- We work with you one on one to develop a return to work action plan to support your employment goals.
- Our Career Development Practitioners can help you to access a full menu of employment assistance services





EMPLOYMENT ASSISTANCE SERVICES





NS WORKS ONLINE

Use our new online platform to support your job search!

- Browse job postings collected by our centres across the province and from Indeed
- An easy way to explore, save and track your job search online
- Create and upload your resumes and cover-letters
- Access to labour market information and career resources
- Please ask staff for an invitation to our site to create your own account!

<https://novascotiaworks.ca/nsdc/>



EMPLOYMENT ASSISTANCE SERVICES

Job Development

- Act as a Employer Liaison
- Job Site Orientation
- Workplace Communications
- Workplace Ethics
- Workplace Relationships & Conflict Resolutions
- Employment Retention Goals
- Crisis Support



Job Coaching & Employment Maintenance

- We can provide on-going support in the workplace to ensure that you are successful in your new position

Job Developer Referral Services

START / GTO Marketing Letters

Provide you with guidance on how to effectively use a START/ GTO Marketing Letter to market yourself to employers.

Informational interviews

Arrange or help you arrange informational interviews with employers.

Mock Interviews

Prepare and practice effective interview strategies with job developer and/or employer contacts.

Elevator Pitch

Assist you in preparing and practicing elevator pitch

Job Carving

Create job opportunities for you if you have difficulty marketing yourself to employers. This may be helpful for individuals that require work accommodations.

Job Matching

Assist you in matching your skills to job requirements using a strengths-based approach. Connect with employers on your behalf.

Job Proposals

Works with you to identify a specific employer need and develop a proposal which highlights your ability to address this need.

Employer Research

JD will research and identify companies, industries and growth sectors that are hiring in order to access job postings and uncover hidden job market opportunities to support your job search.





EMPLOYMENT ASSISTANCE SERVICES

Career Counselling

- Services available for those with complex employment challenges. Our counsellor provides an in-depth evaluation of your career development options to help you make informed decisions and connect you with relevant resources

Community Service Groups & Referrals

- Our staff are knowledgeable of local programming, projects, and services to address other identified needs and can connect you with additional support as required





EMPLOYMENT RELATED WORKSHOPS





EMPLOYMENT RELATED WORKSHOPS

Our workshops feature:

- The right combination of information and resources to ensure you get the best results for your job search efforts
- Information tailored to your specific goals
- One-on-One and group participation opportunities
- Workshops are offered in-person, virtual and some sessions are also pre-recorded on our You-Tube Channel



EMPLOYMENT RELATED WORKSHOPS

Career Decision Making & Exploration

- Career Planning
- Personality Dimensions
- Transferable Skills
- Labour Market Information
- Exploring Self-Employment

Job Search Support & Preparation

- Competitive Job Search Strategies
- Resumes & Cover Letters
- Interviews
- Virtual Interviews
- Job Fair Preparation
- Social Media & Job Search
- SMART Goals
- Disability in the Workplace

EMPLOYMENT RELATED WORKSHOPS

Employment Transition

- How to Succeed in the Workplace
- Managing Change
- The Confident Job Seeker
- Self-Esteem
- Stress
- Employability Skills





NOVA SCOTIA WORKS - OPPORTUNITY PLACE

We would love to hear from you!
Drop-in, send us an email or give us a call to connect.

THANK YOU!

We look forward to working with
you to support your employment
goals.

