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**Workforce Resource Guide**

# Workforce Resource Guide

The mission of the Alamance Chamber is to enhance the welfare of business and to promote and stimulate economic vitality in the Alamance County area for the benefit of its members and the community. Support of the existing companies in Alamance County is a key component of the economic development activities of the Chamber. We hope this guide may help identify a resource, program or service that may help with your current or future workforce.

For individual assistance or questions, contact:

Andrea Fleming  
Director, Existing Industry Services  
Alamance Chamber  
[andrea@alamancechamber.com](mailto:andrea@alamancechamber.com)  
336-228-1338

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## Alamance Burlington Schools

### Internships

Alamance Burlington Schools juniors and seniors are eligible to pursue an internship with a local business. Internships are in a career area that matches the students career goals or major. Ideally, the internship should directly relate to one or more Career and Technical Education classes the students is currently enrolled, or has already completed. 135-180 hours are required for credit.

Contact

### Job Shadow

Twice a year, ABSS has students job shadow for a day with local companies. This year's dates are November 16 and March 22. If you would be interested in hosting a student for a day, [click here to fill out an interest form](#). (Student interest areas are matched with the career fields you indicate on the form.)

Liz Vaden, NBCT  
 Special Populations Coordinator  
 Career and Technical Education  
 Alamance-Burlington School System  
 336-438-4000 ext. 20020  
 336-524-3052

## Alamance Community College

Alamance Community College is one of 58 colleges in the NC Community College System. The system provides high-quality, accessible educational opportunities. Two of the three areas within the mission of the system focus on workforce and economic development. Alamance Community College fully supports the entire mission of the NC Community College System and has robust programming and services to address workforce and employer needs in Alamance County.

ACC has multiple programs, services and partnerships to assist and support local industry, two specific programs are highlighted below.

## Customized Training

For more than 50 years, the community college system in NC has provided customized training solutions to companies in the state. Alamance Community College provides training through both a customized training program and through their open enrollment courses. Training can range from technical skills for a specific industry to soft skills for management, to basic English or math skills. Training is customized for individual company needs, and if a company is expanding, there may be grant or other funding opportunities to cover the costs.

Louis Judge

Assoc. Vice President, Corporate Education & Economic Development

[Louis.judge@alamancecc.edu](mailto:Louis.judge@alamancecc.edu)

336-506-4207

## Career Services

Local employers can post job openings through the Career Services office at ACC. The office also holds job fairs where employers can interact with students about careers available at their facilities, and what training a potential employee would need for various jobs.

Ilona Owens

Director, Career & Counseling Services

[Ilona.owens@alamancecc.edu](mailto:Ilona.owens@alamancecc.edu)

336-506-4146

## General Contact Information

1247 Jimmie Kerr Road

Graham NC

336-506-4151

[www.alamancecc.edu](http://www.alamancecc.edu)

## Services

- Job Postings
- Training

## Apprenticeship NC

ApprenticeshipNC provides employers with a structured customized training program for workers through apprenticeship. Employers register and develop a specific training program covering both classroom and on the job training to meet the company needs. ApprenticeshipNC also coordinates the Apprenticeship April Conference where employers can learn more from peers with active programs and how it's built loyalty, greater productivity, and the talent infrastructure to grow.

ApprenticeshipNC, a division of the NC Community College System, has more information about the benefits and rewards to employee investment at [www.apprenticeshipnc.com](http://www.apprenticeshipnc.com). Individual apprenticeships are customized to an individual company's needs, and to jobs within that company. An alternative is a consortium model. All companies are training for similar positions, but market and run the program as a group to benefit from shared resources. See the listing on page 4 of this guide for the Career Accelerator Program apprenticeship consortium.

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200 W. Jones Street  
Raleigh, NC 27603  
[castelloesK@nccommunitycolleges.edu](mailto:castelloesK@nccommunitycolleges.edu)  
919-807-6991

[www.nccommerce.com/wf/businesses/apprenticeship](http://www.nccommerce.com/wf/businesses/apprenticeship)

## Capital Associated Industries

Capital Associated Industries is a membership organization to support human resources compliance and people development in North Carolina. Membership benefits include advice and resolution for compliance and operational issues; connections to peer groups; survey data on wages, healthcare, policies and benefits; and various training programs, both online and in person.

- Human Resource Support
- Wage and Salary Surveys
- Benefits Surveys
- Training

7817 National Service Road, Suite 509  
Airpark West, Building #5  
Greensboro, NC 27409  
336-668-7746

[www.capital.org](http://www.capital.org)

## Career Accelerator Program, Apprenticeship Consortium

The Career Accelerator Program (CAP), a formal, four-year apprenticeship program in Alamance County is a consortium of the following companies: AKG, Engineered Controls, International, Fairystone Fabrics, GKN Driveline, Glen Raven, Jabil Packaging Solutions, Sandvik, and Technical Precision Plastics. CAP partners with the Alamance Burlington School System, Alamance Community College and the Alamance Chamber to recruit and train local talent.

These eight companies joined together as they see a need to train a new generation of workers for highly skilled manufacturing jobs. Students are recruited from the local school system, independent schools and home schools as juniors and seniors. If selected, they will work at the

company, while finishing their high school education, and pursuing an Associate of Applied Sciences degree in Mechatronics Engineering Technology at Alamance Community College.

Companies work together with representatives from Alamance Burlington Schools, the Alamance Chamber, and Alamance Community College to plan, promote, recruit, and manage functions of the apprenticeship program as a group. New companies can join the consortium, preferably in the spring or summer.

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336-228-1338

[www.AlamanceCAP.com](http://www.AlamanceCAP.com)

[www.Facebook.com/CAPApprentice](https://www.Facebook.com/CAPApprentice)

## Cone Health – Employer Services

Cone Health provides many services for local employers. Knowing healthy minds and bodies make for better employees, Cone Health offers services to include:

- Occupational Health Care – injury treatment, pre-employment exams, onsite clinics
- Corporate Wellness Services – lunch and learn programs, fitness classes, ergonomic assessments and biometric screenings
- Employee Assistance Counseling Program – counseling services to address personal issues and workplace conflicts
- Travel Medicine – addressing issues to help employees stay well during trips abroad

336-538-8093  
1238 Huffman Mill Road  
Burlington, NC 27215

[www.conehealth.com/services/employee-health-wellness/](http://www.conehealth.com/services/employee-health-wellness/)

## Economic Development Partnership of NC, Summary of Workforce Support

A quality workforce is a key component for a company to thrive. The Economic Development Partnership has a webpage dedicated to summarizing a variety of workforce training and development resources available to NC companies. Many of these organizations or programs are listed here in this guide, but the link below provides a thorough summary for reference.

[www.edpnc.com/incentives/workforce-training-and-development/](http://www.edpnc.com/incentives/workforce-training-and-development/)

## Goodwill Industries

Triad Goodwill (Goodwill Industries of Central North Carolina, Inc.), a 501(c)(3) non-profit leader, promotes the value of work by providing career development services, skills training and work opportunities for people with employment needs. In the past year, Triad Goodwill served 15,160 people in the community and helped place 3,312 workers in competitive employment with more than 700 employers. 85¢ of every dollar earned in Triad Goodwill stores supports their mission.

### Free Services

- Career Fairs & Hiring Events
- Resume Assistance
- Career Coaching-by appointment
- Job Search Assistance
- Job Leads & Community Information
- Computers for Job Search & Applications
- Outgoing Faxes & Copies-limit 5/day
- Notary Public

### Classes

- Peer Support Specialist Certification
- DSS Income Maintenance Caseworker
- Nurse Aide I Certification *Fast-Track*
- Pharmacy Tech Certification
- Medication Aide Certification
- Basic Computer Skills-ongoing
- Career Readiness Certificate
- Coming soon: Call Center Training, Phlebotomy and Real Estate

### Triad Goodwill (home office)

1235 S. Eugene St.  
Greensboro, NC 27406  
336-275-9801  
[ilovegoodwill.org](http://ilovegoodwill.org)

### Burlington Career Center

3740 S. Church St.  
Burlington, NC 27215  
336-417-5990  
[burlingtonjobs@triadgoodwill.org](mailto:burlingtonjobs@triadgoodwill.org)

## North Carolina for Military Employment (NC4ME)

NC4ME is a public private partnership designed to leverage existing workforce development resources and technology to implement an employer-centric strategy that educates NC's business leaders on the value of hiring a military workforce, shows small businesses and human resource professionals how to hire military personnel, and connects military talent to open jobs, education, and training opportunities in North Carolina.

Employers can participate in training for human resources professionals to help them find, assess and support military talent, connect with military talent at hiring events throughout the state, and even get one-on-one support as your company looks to hire military talent.

[www.NC4ME.org](http://www.NC4ME.org) or [www.facebook.com/NC4ME](https://www.facebook.com/NC4ME)

Kimberly Williams, Executive Director

[kwilliams@nc4me.org](mailto:kwilliams@nc4me.org)

## NC Works

North Carolina's NC Works is a one-stop resource for both employer and job seekers. NC Works has a local Career Center in Alamance County. The career center offers services to employers such as on site job fairs for a single employer as well as offering services such as on site job fairs for a single employer, locations for interviews, candidate screenings, specific labor market information and research (data on wages, occupations, job postings, etc.), incumbent worker training, and tax credit information.

In addition to services at the local career center, NCWorks.gov is an extensive website where employers can post jobs, search for candidates and access labor market information. Staff at the local office can personally assist employers with any of the functions on the site, ensuring they are taking full advantage of the resource to find, screen, and potentially hire quality employees. The website allows job seekers to search for jobs, create resumes, find education and training, and have access to a number of job related resources and services.

### Free Services

- Job Opening Postings
- Job Fairs
- Job applicant screenings
- Qualified candidate referrals
- Space for applicant interviews
- Labor market data (occupational profiles, wage data, etc.)

Alamance County NC Works Career Center

2640 S. Columbine Lane

Burlington, NC27215

Phone: (336)570-6800

[ncworks.2300@nccommerce.com](mailto:ncworks.2300@nccommerce.com)

[www.ncworks.gov](http://www.ncworks.gov)



## **Incumbent Workforce Development Program**

NC Works administers a grant program to assist qualified companies train current workers. Additional training increases an employee's skill level, and can boost a business' competitiveness. Grants may be used to cover the costs such as training courses, online training, software and instructor travel. Incumbent Worker Training (IWT) is specific to employers who have been in North Carolina for a minimum of 12 months and have a portion of their operations in Alamance County. For the purposes of this grant, an incumbent worker is defined as an employee who has worked for a company for a minimum of 6 months. Each year Regional Partnership WDB offers 3 companies the opportunity to up-skill their incumbent staff for a variety of purposes, such as training staff on how to operate a newly purchased equipment, training staff on a new business practice, training staff who have recently been promoted into a new position requiring a new skills set, training staff for a particular occupational credential or licensure, etc. which will benefit the business and increase the competitiveness of the employee. This funding is designed to run concurrently with our program year (July 1-June 30), however we do allow the companies up to 6 months into the next program year to compete a project.

## **On the Job Training**

On-the-Job Training presents Alamance County the opportunity to expand and enhance workforce service delivery to local businesses and workers. OJT is a viable pathway for unemployed workers seeking employment and for employers seeking trained workers. It offers the unique opportunity to offset a company's initial training costs to fill skilled positions while building organizational productivity as the employee learns the new job requirements. An OJT arrangement could be the impetus for an employer to create a job opportunity.

On-the-Job Training is work-based training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- provides knowledge or skills essential to the full adequate performance of the job;
- provides direct reimbursement to the employer of up to 50 percent of the wage rate of the participant (during the training period) for the costs of providing the training and additional supervision related to the training;
- is limited in duration to a maximum of 1040 hours (6 months), dependent upon the individual worker's skills gap and the appropriate training required to gain proficiency in the occupation.

For assistance with Incumbent Worker, or On The Job Training, contact the following Business Services Representatives:

Glenda Morrow  
336-570-6800

Crystal Taylor  
910-585-2725

## OSHA On-Site Consultation

OSHA offers an On-Site Consultation for small and medium sized businesses to assist in identification of workplace hazards, compliance with OSHA Standards, and in establishing injury and illness prevention programs. This consultation is free and confidential and separate from enforcement; consultation does not result in penalties or citations.

North Carolina office:  
Bureau of Consultative Services; NC Department of Labor  
1101 Mail Service Center  
Raleigh, NC 27699  
919-807-2905

<https://www.osha.gov/dcsp/smallbusiness/consult.html>

## Vocational Rehabilitation Services (NC Health and Human Services)

Vocational Rehabilitation services is a state and federally funded workforce development program that offers free recruitment, job placement, and retention services to businesses in all 50 states. In addition to this, they work with area employers to train their local workforce by offering generous reimbursement for on-the-job training and to provide work experience through their paid internship program. By utilizing VR services businesses enjoy tax incentives for every jobseeker employed by their business.

### Services include, but not limited to:

- Career Exploration & Vocational Evaluation Services
- Workforce Training & Development
- On-the-Job Training: A portion of employee salary reimbursed during training
- VR sponsored Internships: Paid internship developed with business to assist jobseeker in developing work experience in their area of interest.
- Job Placement
- Free Drug Screening
- Free Background Checks
- Free Accessibility Consultation & Sensitivity Training

Jennifer Turner, Business Relations Representative  
336-570-6855  
2615 Alamance Rd.  
Burlington, NC  
(336) 570-6855 / 1-800-570-7668  
<https://www.ncdhhs.gov/divisions/dvrs>

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