



October 2020 Newsletter

Opportunity Place is a Nova Scotia Works Employment Service Centre. We are here to help you with career planning, job searching and on-the-job support at your convenience. Our team can introduce you to a variety of programs and services that will help you achieve your career goals. All of our services may be accessed in person, over the phone or through email. We also work with Nova Scotia's employers to assist with recruitment, planning and Human Resources support.

Free Employment Support Services

We are here to assist with your employment plan!

- Identify Your Employment Needs
- Career Decision Making Assistance
- Job Search Workshops
- Self-Assisted Job Search Centre & Computer Access
- Telephone Access for Job Search
- Learn About Workforce Trends
- Information on Training & Self-Employment Options
- One-on-One Employment Support
- Referrals to Other Agencies

Hours of Operation

Monday to Friday
8:30-4:30

Saturday to Sunday
Closed

Reach us at

902-864-7520

staff@opportunityplace.ca

Mailing Address

108 Cobequid Road, Suite 100
Lower Sackville, NS B4C 2N2

Inside this Edition:

- ◆ Upcoming Virtual Job Fairs
- ◆ Workshop Posters and Descriptions
- ◆ October Virtual Workshop Calendar



Opportunity Place – Nova Scotia Works



@OPRCNS



Opportunity Place – Nova Scotia Works



NOVA SCOTIA WORKS

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Welcome Back! Our Doors Re-Opened on July 13th.



All services are by appointment only. Clients are asked to be unaccompanied. All appointments will be a maximum of one hour in length. Please arrive 15 minutes early to your appointment to complete a screening process.



You will be called 24 hours prior to your appointment to complete a screening questionnaire. This will then be completed in-person when you arrive for your appointment. If you are feeling unwell, please reschedule your appointment. We can also serve you by phone or email.



Hand sanitizer is available as you enter the centre. Please sanitize your hands.



When you arrive for your appointment, please press the doorbell and wait outside until one of our staff comes to get you. We are sanitizing in between appointments.



There will be no waiting area or washroom facilities available for client use



When entering the centre, please wear a mask. If you do not have one, one will be provided.



Easy-to-follow signage and decals will be posted in the centre to help you navigate our spaces.



Our Job Search Centre workstations have been sectioned off to allow for social distancing.



High-touch surfaces such as desks, computers, and doors, will be frequently sanitized.



Please come prepared for your meeting, this will help us accomplish more during your appointment.

Call 902.864.7520 or email staff@opportunityplace.ca
to book an appointment.

Services that are available to you include:

Job Search Support

- Virtual workshops that are recorded or live streamed
- Resume and cover letter critiques
- Assistance with full resume and cover letter development
- Support with submitting online applications and ongoing job search guidance
- Information and support with using social media as a job search tool
- Interview preparation including “mock interviews”
- Access to provincial funding programs offering employer hiring incentives
- Connections to local job opportunities and employers looking to hire

Exploring Career Options

- Support with exploring your values, preferences and career interests
- Online assessment tools used to identify career matches
- Current information on job trends, wages, education requirements and training programs

Returning to School

- Help with developing a return to school plan and referrals to available resources that will support your learning needs
- Access to provincial funding programs that help with training costs

Career Counselling

- 1-1 counselling support to help deal with employment change and support informed career decisions
- Connection to community supports to address personal challenges
- In-depth assessment of career options and employment related needs

Please contact us by phone or email to arrange your appointment.

Email: staff@opportunityplace.ca

Phone: (902) 864-7520



NOVA SCOTIA WORKS



OCTOBER - VIRTUAL WORKSHOPS

MON	TUE	WED	THU
28	29	30	1:00PM 1 Managing Change & Coping with Job Loss
10:00AM 5 Resumes Part I 1:00PM Stress Management	10:00AM 6 Resumes Part II	10:00 AM 7 Virtual Interviews	10:00AM 8 Exploring Self-Employment 1:00PM Competitive Job Search
12	10:00AM 13 Career Planning 1:00PM Labour Market Information	10:00AM 14 SMART Goals 1:00PM Disability in the Workplace	10:00AM 15 Interviews Part I 1:00PM Interviews Part II
10:00AM 19 Resumes Part I	10:00AM 20 Resumes Part II 1:00PM Confident Job Seeker	10:00AM 21 Virtual Interviews	1:00PM 22 How to Succeed in the Workplace 1:00PM: Competitive Job Search
10:00AM 26 Career Planning 1:00PM Labour Market Information	10:00AM 27 Self-Esteem	10:00AM 28 Interviews Part I 1:00PM Interviews Part II	29



NOVA SCOTIA WORKS

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To register please contact
902-864-7520 or staff@opportunityplace.ca

Workshop Descriptions

Career Planning Develop a self-inventory by evaluating your skills, abilities, interests and work values.	Managing Change / Coping with Job Loss Examine how change affects employability and develop strategies to cope with the challenges of being between jobs.
Disability in the Workplace This workshop provides helpful tips for disclosing a disability, as well as requesting workplace accommodations. The rights and responsibilities of employees and employers are also discussed.	Interviews Part 1 & 2 Open, manage, and close an interview – learn appropriate responses to difficult interview questions. Learn how to respond with confidence to behavioral and situational interview questions.
Resumes for Results Learn how to construct visually appealing and targeted resumes and cover letters that will get noticed by employers. Learn about formatting and how to market your skills.	Virtual Interviews New to virtual interviewing? We can help you prepare! Learn tips and strategies for the technical set-up, professional presentation and planning for the unexpected.
Exploring Self-Employment as A Career Option Have you ever thought of creating your own employment? This workshop will introduce you to the pros and cons of self-employment, as well as tools and resources.	Competitive Job Search Strategies Put yourself in an employer's shoes and gain insight on how jobs are filled in today's labour market. Find out about the hidden job market and how to get your foot in the right doors.
SMART Goals A successful job search is more than knowing what you want to do; you need a plan on how you will get there. SMART goals put you on the path to success by creating clarity, focus and intention for reaching your ideal career.	How to Succeed in the Workplace Learn how to maintain employment and be successful in the workplace. Gain a better understanding of employer expectations and the qualities required to be a successful employee.

Sponsored by Opportunity Place Resource Association

Opportunity Place is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia.



Virtual Job Fair

Seasonal Drivers



What we offer:

- A safety-first culture
- Competitive salary & benefits
- Local routes to keep you close to home

What you need to apply:

- A valid Class 3 licence with air brake endorsement

Where we are hiring:

NB
Saint John
Moncton
Fredericton

NS
Halifax
Kentville
Bridgewater

PEI
Charlottetown

How to register :



Host: Nova Scotia Works (Opportunity Place)
Time: 9:30 a.m. to 11:30 a.m.
Date: Friday, October 9, 2020
How: Email resume to employers@opportunityplace.ca by 4:30 p.m. Wednesday, October 7, 2020

Virtual Job Fair Osprey Angels Home Care Services

Services Include

Companionship care
Personal care/grooming
Light housekeeping
Meal prep and assistance with feeding
Respite care
Running errands, grocery shopping, doctor's appointments
Leisurely drives/walks

What you need to Apply:

Compassionate, caring and a desire to help seniors
Emergency First Aid/CPR certificate, Food Handlers course
Criminal Record Check
Drivers License
Flexibility and Availability to Work Irregular Hours



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Wednesday, October 28th 2020
12:00-2:00 PM

To register email employers@opportunityplace.ca



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THE CONFIDENT JOB SEEKER

Learn how to gain self-confidence that will create positive impacts in your life. Using discussions and exercises, learn the sources of low self-confidence and the steps for building self-confidence.

**TUESDAY, OCTOBER 20TH 1:00-
2:00 PM**

Call or email to register:
staff@opportunityplace.ca 902-864-7520



NOVA SCOTIA WORKS



MANAGING CHANGE AND COPING WITH JOB LOSS

THURSDAY, OCTOBER 1ST 1:00-2:00 PM

Examine how change affects employability and develop strategies to cope with the challenges of being between jobs.

CALL OR EMAIL TO REGISTER:
STAFF@OPPORTUNITYPLACE.CA OR 902-864-7520

EXPLORING SELF- EMPLOYMENT

Have you ever thought of creating your own employment? This workshop will introduce you to the pros and cons of self-employment, as well as tools and resources.

**THURSDAY
OCTOBER 8TH
10:00-11:00 AM**

Call or email to register:
902-864-7520 or
staff@opportunityplace.ca



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SCENT FREE ZONE

No Scents Makes Sense!

Perfume and scents can trigger asthma attacks, migraines, COPD, and MCS.

For the comfort and safety of all staff and clients, we appreciate your cooperation in keeping Opportunity Place a scent and fragrance-free environment.

Service Dog on Site

Please be advised that Opportunity Place has a service dog on site. If being around a dog is any cause for concern, please let our staff know. Opportunity Place is an inclusive space for staff and clients.



The Opportunity Place (OPRA) Board of Directors is committed to respecting, fostering, and supporting diversity and inclusion at Opportunity Place within its leadership and governance.

Opportunity Place is sponsored by the Opportunity Place Resource Association (OPRA) -- a volunteer, not-for-profit association. OPRA believes that respect must be demonstrated by its leadership. Diverse and inclusive perspectives in decision-making produce better decisions.

An organization which reflects the diversity of the many networks, groups, and communities within a framework of respect, equity, sensitivity, and competency in all aspects will be more effective in serving and working within those communities.

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