

## Who is eligible?

### Adult Programs (Age 18 and up)

You may be eligible for specialized services if you need assistance in finding work or improving your current work situation. Individuals must qualify to receive services based on need. Factors such as income levels, job layoffs, and barriers to employment are used in considering you for these services.

### Youth Programs

Eligibility is based on a variety of criteria which include income, education, employment status, or other circumstances.

## Where do I apply?

To determine if any of these programs are appropriate for you, contact your local JSND customer service office.

## Job Service North Dakota Offices

Beulah  
119 E Main  
Beulah ND 58523  
Ph: 701-873-5607  
F: 701-873-2166

Bismarck-Mandan  
1601 E Century Ave  
Bismarck ND 58503  
Ph: 701-328-5000  
F: 701-328-5050

Devils Lake  
301 College Dr S  
Devils Lake ND 58301  
Ph: 701-662-9300  
F: 701-662-9310

Dickinson  
66 Osborn Dr  
Dickinson ND 58601  
Ph: 701-227-3100  
F: 701-227-3111

Fargo  
1350 32nd St S  
Fargo ND 58103  
Ph: 701-239-7300  
F: 701-239-7350

Grafton  
927 12th St W  
Grafton ND 58237  
Ph: 701-352-4450  
F: 701-352-4454

Grand Forks  
1501 28th Ave S  
Grand Forks ND 58201  
Ph: 701-795-3700  
F: 701-795-3750

Harvey  
119 9th St W  
Harvey ND 58341  
Ph: 701-324-4552

Jamestown  
429 2nd St SW  
Jamestown ND 58402  
Ph: 701-253-6200  
F: 701-253-6222

Minot  
3416 N Broadway  
Minot ND 58702  
Ph: 701-857-7500  
F: 701-857-7550

New Town  
204 Main St  
New Town ND 58763  
Ph: 701-627-4390  
F: 701-627-4305

Oakes  
924 S 7th St  
Oakes ND 58474  
Ph: 701-742-2546

Rolla  
103 E Main Ave  
Rolla ND 58367  
Ph: 701-477-5631  
F: 701-477-6701

Valley City  
325 2nd St NW  
Valley City ND 58072  
Ph: 701-845-8860  
F: 701-845-8870

Wahpeton  
524 2nd Ave N  
Wahpeton ND 58075  
Ph: 701-671-1550  
F: 701-671-1575

Williston  
422 1st Ave W  
Williston ND 58802  
Ph: 701-774-7900  
F: 701-774-7925

**TTY Relay ND**  
**Within ND: 711**  
**Outside ND: 800-366-6888**

# Skill Building For Today's Job Market!

Career resources  
and specialized programs  
for eligible job seekers



WORKFORCE PROGRAMS  
JSND-5021 (R. 12-07)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

**JOB SERVICE**  
**North Dakota**

[jobsnd.com](http://jobsnd.com)

*Your Workforce Connection*

## ***Resources and Special Programs***

Job Service North Dakota (JSND) has a variety of services available to all customers. These include resource centers furnished with computers and Internet access for job searching, resume building software, interest and proficiency assessments, copier and fax machines, and reference material. A variety of workshops designed to assist with job seeking activities are also available, depending on the office location.



For people in need of additional job skills necessary to find employment, Job Service North Dakota provides specialized workforce programs. Workforce programs available through JSND customer service offices include:

## ***Out-of-Area Job Search or Relocation***

Individuals may receive assistance with the cost of traveling to job interviews or relocating for work. Priority is given to persons interviewing or relocating for work within North Dakota. This must be pre-approved by JSND prior to beginning these activities.

## ***Work Experience***

Work Experience may provide a short term job for people who have never worked, or have not worked recently. Work Experience provides some job skills, job experience, and a chance to improve work habits. A wage may be paid for hours worked.

## ***On-the-Job Training (OJT)***

Provides employers help with the cost of training employees on the job. This is a win-win situation: the employer gets a worker trained in the desired manner, and the worker gets a wage while in training.

## ***Vocational Skills Training***

It may be possible to attend a post-secondary institution or a special short-term classroom program to gain job skills. Training is available in a variety of fields where there is a demand for workers. Workforce programs may assist with tuition, fees, and books.

## ***Skills Assessment and Development***

At a JSND office, you can assess your math, reading and other skills with a tool named KeyTrain™. The tool is also designed to help you improve those skills. You may use a tool called WorkKeys® to test your skills and show levels of proficiency to prospective employers. You may also receive assistance to take classes for keyboarding and software skills.

## ***Youth Program (Age 21 and younger)***

Designed to assist eligible youth in attaining educational and career goals.

Activities include:

- Tutoring, study skills training, and other educational assistance
- Alternative secondary school choices
- Summer employment opportunities that connect school and work
- Paid and unpaid work experiences, internships, and job shadowing
- Occupational skill training
- Leadership development opportunities
- Adult mentoring
- Career planning



## ***Additional Assistance***

Job seekers may also qualify for other services or financial assistance to help while they train or seek employment. For more information, contact a representative at the nearest Job Service office.