



## Shingle Springs Tribal TANF Program

# Employment Services

- ◆ Your employment needs are important to us.
- ◆ At SSTP, we make an effort to support participants in your employment endeavors.
- ◆ Employment services provide one-on-one assistance with a variety of your employment needs. This includes: career exploration, help with completing an employment application, resume building, creating a cover letter, job search, networking, communication skills, planning, time management, interview skills, mock interviews, dress for success, child care resources, support systems and community resources.

### Workplace Readiness

Every Monday  
1:30-3pm

### Employment/Education Workshop

1st and 3rd Monday  
5:30-7pm

### Open Lab

Monday—Thursday  
10-12pm

### DID YOU KNOW?

Aztec Ready for Work Series is an on-line program that we use for participants to enroll and complete a 62 hour program. The modules consist of soft skills in the work place.

### IMPORTANT!

All classes/workshops will now be conducted at the Sacramento Site. Please contact your Family Advocate 24 hours in advance if you would like to attend classes/workshops.

For more information please contact:

Tina Wilson, Employment Coordinator 916.760.1678/ 916.760.1660 or [vwilson@sstanf.org](mailto:vwilson@sstanf.org)

Sacramento Tribal TANF Office

2033 Howe Avenue Ste. #200 • Sacramento, CA 95825