

# April 2020



A partner of the [americanjobcenter](#) network

WorkSource offices temporarily converting to all-virtual service to address the economic and health needs of our communities.

Monday	Tuesday	Wednesday	Thursday	Friday
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## CLOSED

Remote operations due to COVID-19 thru May 4, 2020. You can find current updates on <https://southseattle.edu/coronavirus>.

For information on Unemployment Insurance and how to file a claim, go to <https://esd.wa.gov/unemployment>, call 800.318.6022 or join a Webinar at <https://esd.wa.gov/newsroom/introduction-to-unemployment-insurance-public-webinar>.

### How to sign up for a SAW account

For Secure Access Washington and ESD: <https://esd.wa.gov/employer-taxes/EAMS-SecureAccess-Washington>

Creating a SecureAccess Washington account

1. Go to SecureAccess Washington and select Create an Account.
2. Click Start.
3. Enter your personal information in the fields provided and click Next.
4. Create a user ID and password and click Next.
5. Review your information (You may want to print this page for your records). Click Next.
6. Enter the security code in the field provided and click Submit.
7. You'll see an on-screen request to check your email for a message from SecureAccess Washington.
8. Go to your email inbox, open the message and click the link to activate your new account. This link takes you back to SecureAccess Washington.
9. Enter the User ID and Password you created in Step 4 above and click Login.

For DSHS:

<https://www.dshs.wa.gov/sites/default/files/ESA/csd/documents/BFET/SecureAccessWashingtontoeJAS.pdf>

For Businesses: <https://dor.wa.gov/manage-business/my-dor-help/get-started>

**Online Workshop! Basic Resume** -Designed for people unsure of where to begin in writing a resume. We'll discuss the purpose of a resume, the various sections within a resume, different resume styles, and strategies for formatting. We also include how to write cover letters.

**Wednesday April 15 and 29 starting at 1pm.**

**More ONLINE WORKSHOPS and HIRING EVENTS at**

<https://www.worksourcewa.com/microsite/Content.aspx?appid=WAWORKSHOPS&pagetype=simple&seo=virtual>

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EQUAL OPPORTUNITY –EQUAL ACCESS

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay Services: 711

## Remote operations due to COVID-19 thru May 4, 2020.

### South Seattle College WorkSource contacts:

**WorkSource/Workforce Office Voicemail – 206.934.5304 (Messages will be checked daily)**  
Hours: M-F 8-4:30

### **Internship/Resume help/Job Search Assistance/Workshops:** *Online Workshops coming soon!*

**Embedded Career Specialist - Justin Honan**/[justin.honan@seattlecolleges.edu](mailto:justin.honan@seattlecolleges.edu)

For Wine, Auto, Aviation, Diesel & Heavy Equipment Programs.

**Embedded Career Specialist - Le'Onna Lee**/[leonna.lee@seattlecolleges.edu](mailto:leonna.lee@seattlecolleges.edu)

For Landscape/Horticulture, Culinary, Welding Fabrication/Maritime Welding Programs.

**Resource Specialist – Jane Koelle**/[Jane.Koelle@seattlecolleges.edu](mailto:Jane.Koelle@seattlecolleges.edu) – Resume help and job search assistance.

**Resource Specialist - Randy Nichols**/[randy.nichols@seattlecolleges.edu](mailto:randy.nichols@seattlecolleges.edu) – Resume help and job search assistance.

**Re-Entry Specialist – Trystan Rodewald**/[trystan.rodewald@seattlecolleges.edu](mailto:trystan.rodewald@seattlecolleges.edu) – Employment and educational resources.

**WorkSource Program Coordinator – Lisa Lee**/[lisa.lee@seattlecolleges.edu](mailto:lisa.lee@seattlecolleges.edu) - General questions, Job Opportunity Info, Resume help, resource referrals, employer contact.

**WorkSource Director - Stephanie Guy**/[stephanie.guy@seattlecolleges.edu](mailto:stephanie.guy@seattlecolleges.edu)

### **Workforce Education:**

Hours: M-F 8-4:30 via email.

*Voicemail: Although staff will be checking their voicemails and contact students by phone as needed, email is the best way to contact your specialist.*

### **Program Specialists: Please contact the specialist that works with your program.**

**Julius Lloyd**/206.934.6667/[Julius.Lloyd@seattlecolleges.edu](mailto:Julius.Lloyd@seattlecolleges.edu) – Nursing, AMT, AUT, Welding Programs.

**Josh Little**/[Joshua.Little@seattlecolleges.edu](mailto:Joshua.Little@seattlecolleges.edu) – Year Up, CNC, YouthBuild, AJAC (Manufacturing Academy), ANEW, JIS, TANF- regardless of the education program you are in.

**Christa Zinke**/[Christa.Zinke@seattlecolleges.edu](mailto:Christa.Zinke@seattlecolleges.edu) – Landscape/Horticulture, Wine, Culinary, 3<sup>rd</sup> Party Funding.

**Kerri Sudthisal**/[Kerensa.Calder-Sud1@seattlecolleges.edu](mailto:Kerensa.Calder-Sud1@seattlecolleges.edu) - Student and community member resource referrals.

**Workforce Funding:** Students will be able to submit Quarterly Tuition Assistance Request Forms via Microsoft Forms.

[Tuition Assistance Request Form](#)

[Voucher Request Form](#)

### **United Way Benefits Hub**

Hours: M-F 8-4:30

Azeb Hagos and Samantha Theam - [BenefitsHubSSC@seattlecolleges.edu](mailto:BenefitsHubSSC@seattlecolleges.edu)

Connects you to a variety of benefits and support services like ORCA LIFT enrollment, financial coaching, housing support and tax prep and for students Emergency Funds. Coaches are available online only. You can make an appointment at

<https://calendly.com/benefits-hub>. For more information go to <https://www.uwkc.org/benefits-hub>.