

Welcome to



CareerSource  
SUNCOAST

!

# What is CareerSource Suncoast?

Federal law has placed career centers all across the country, offering **free** job search, resume, and recruiting assistance to job seekers and employers.

Our services are funded by taxpayer dollars at the state and federal level.



Florida's career centers are known as **CareerSource**.

There are 100 CareerSource centers across the state, divided into 21 regions: CareerSource South Florida, CareerSource Polk, and so on. In Manatee and Sarasota counties, we are called

**CareerSource Suncoast!**



Our locations are:

3660 N. Washington Blvd.  
Sarasota, FL 34234  
(941) 358-4200  
M-F 8:30 am – 5 pm

**At Early Learning Coalition:**  
600 8th Ave W  
Palmetto, FL 34221  
(941) 358-4200  
M-Th 8 am – 5 pm

Closed on:	New Year's Day	Juneteenth	Thanksgiving
	Martin Luther King Jr. Day	July 4th	Day after Thanksgiving
	Presidents Day	Labor Day	Christmas Eve
	Memorial Day	Veterans Day	Christmas Day

*\* Additional closure dates subject to governor's discretion*

The state of Florida's job search website is known as **Employ Florida (EF)**.



To use our services, the **first step** is creating a complete profile on Employ Florida.

If you have internet access, this can be done before your first visit. If not, we have computers available! Plan on at least 30 – 45 minutes. If you cannot use a computer, please bring someone with you who can – we will not be able to complete this for you.

Employ Florida is designed to seek out and import job openings in the state of Florida from across the Internet. You can log into your account and instantly search jobs from many different websites at once!



**General information**  
(address, phone, etc.)

## Background (even if you already have a resume)

**Resume** (Built on the site or uploaded)

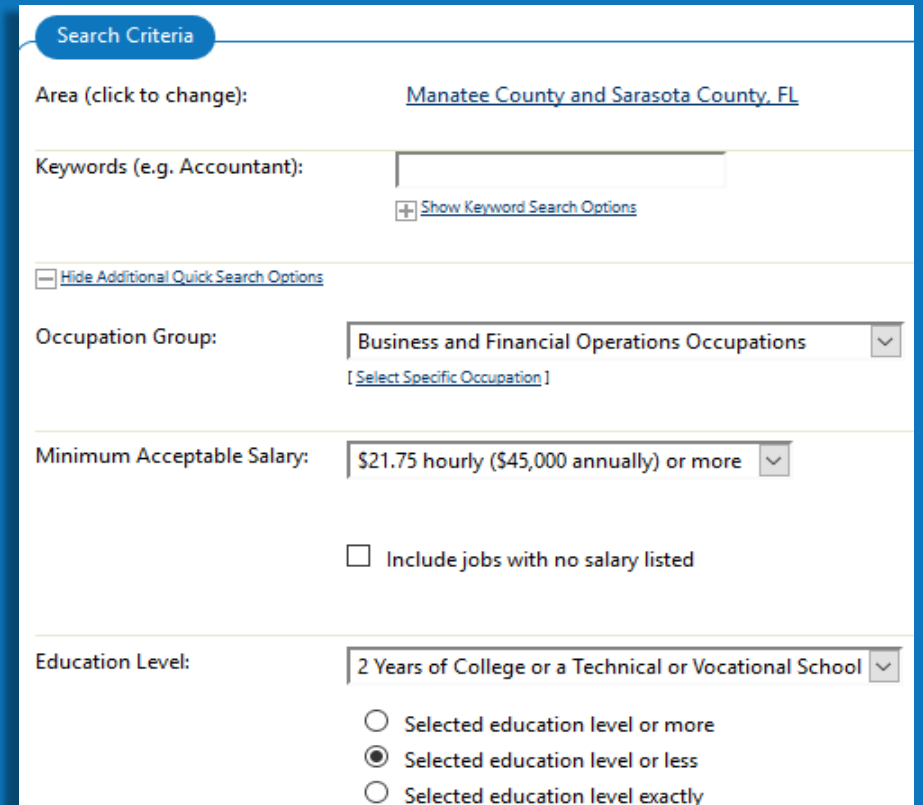
**We have instructions for how to complete this at all of our centers and will help you!**

## I already have a resume – why do I need to complete the Background too?

When you search for jobs on Employ Florida, you can choose search criteria: location, pay rate, experience required, etc. All of that information is entered into the site by employers when they create a job order.

It works the other way too - if an employer wants to search for candidates like you, they can choose criteria as well – how much you want to make, where you're willing to work, how your skills summary matches up with the skills summary they entered for their job posting, etc.

When they are searching for this information, the search is based on your Background. **If your Background is blank, employers cannot find you.**



The screenshot shows the 'Search Criteria' form on the Employ Florida website. The form includes the following fields and options:

- Area (click to change):** Manatee County and Sarasota County, FL
- Keywords (e.g. Accountant):** A text input field with a '+ Show Keyword Search Options' link below it.
- Hide Additional Quick Search Options:** A toggle switch currently set to 'off'.
- Occupation Group:** A dropdown menu showing 'Business and Financial Operations Occupations' with a '[ Select Specific Occupation ]' link below it.
- Minimum Acceptable Salary:** A dropdown menu showing '\$21.75 hourly (\$45,000 annually) or more'.
- Include jobs with no salary listed:** An unchecked checkbox.
- Education Level:** A dropdown menu showing '2 Years of College or a Technical or Vocational School'.
- Radio buttons for Education Level:**
  - ☐ Selected education level or more
  - ☒ Selected education level or less
  - ☐ Selected education level exactly

# What do the circles in the job search results mean?

To refer a job, click Select on the job(s) and click the Refer link at the bottom

WARNING: Always be on the lookout for job scams! Learn more on how to

Search Jobs Sales sarasota

[Narrow Results](#)

**Sales Operations Specialist (Reference #: 4304)**  
☆ PSCU Incorporated - St. Petersburg, FL  
Regular

... Sales Operations Specialist will be essential in supporting the sales organization and Account Executive teams. A contributing member of the team that has its focus on end-to-end operations, processes, systems, and planning associated with lead generation, opportunity management, and knowledge share. The Sales Operations Specialist will be responsible for developing, coordinating, and analyzing sales programs and renewal strategies that maximize member/owner retention and drive new sales initiatives. The position will also involve leading the organization and distribution of sales tools and documents to be used throughout the sales lifecycle using SAVO as the main sales enablement platform. The role will interact and collaborate with sales and account management leadership and team member, teams, sales reps, and marketing along with other roles throughout the company to coordinate the distribution of information specific to products, industry, company, customer, competitor, and sales s

**Preferred Employer** 3 days ago

**Sales Representative (Sales Rep)**  
☆ Open Access Insurance - Tampa, FL  
Regular | \$10.00-\$16.00 Hour

... sales representative to seek out and engage customer prospects. You will provide complete and solutions for every customer in order to boost top-line revenue growth, customer acquisition levels and profitability. Responsibilities Promote and sell products/services using solid arguments to existing and prospective customers Perform cost-benefit and needs analysis of existing/potential customers to meet their needs Establish, develop and maintain business and customer relationships Reach out to customer leads through cold calling Expedite the resolution of customer problems and complaints to maximize satisfaction Achieve agreed upon sales targets and outcomes within schedule Coordinate sales effort with team members and other departments Analyze the territory/market's potential, track sales and status reports Supply management with reports on customer needs, problems, interests, competitive activities, and potential for products and services. Kee

**Preferred Employer** 1 week ago

View  
Save  
Share  
Select

View  
Save  
Share

This is a major reason why it's important to build the Background part of your profile as previously mentioned.

The circle icons show how well your Skills in your Background match up with the skills required by this employer and / or job title.



# Our Services for You, Our Client

Along with job referrals, our centers provide all of the following free services:

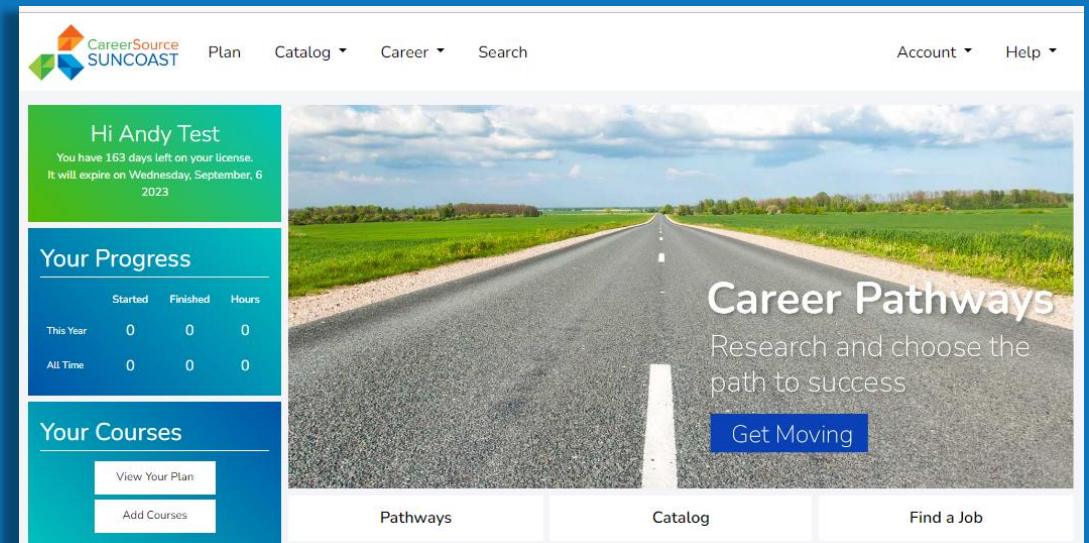
**Resource Room:** Staffed by experienced Workforce Development Specialists and featuring computers with internet access, printer, copier, scanners, and fax for your employment-related needs, such as completing online job applications or creating resumes in Microsoft Word.



# Metrix – Ask us for a free account!

Whether you're interested in advancing in your industry, changing careers, or new to the world of work, CareerSource Suncoast's partnership with Metrix Learning is available to help you take charge of your future. Metrix Learning offers free and unlimited access to more than 5,000 high-quality online training courses for 180 days. Courses (presented in English and Spanish) include:


- Customer Service; QuickBooks
- Microsoft Office; Adobe
- Analytical Skills; Data Management/Reporting
- Time Management; Leadership Skills
- Health & Safety; First Aid
- And many more skill tracks



In addition, Metrix Learning also provides free Industry Certification Tracks designed to prepare you for certification credentials in IT, manufacturing, human resources, and more.

## Employ Florida Labor Market Information:

Overviews of wages, education requirements, job duties, growth expectations, and working conditions for any occupation of interest! Includes statistics from the US Department of Labor and job opening totals updated daily from online job boards. In your Employ Florida profile, go to **Services for Individuals**, then **Labor Market Services**.



[Secretaries and Administrative...](#)  
[Compare](#)


[Summary](#) | [Description](#) | [Jobs](#) | [Candidates](#) | [Supply and Demand](#) | [Employers](#) | [Skills](#) | [Education and Work Exper](#)


[View Full Report](#)


**Secretaries and Administrative Assistants, Except Legal, Medical, and Executive** - Perform routine clerical and administrative tasks, such as organizing and maintaining paper and electronic files, or providing information to callers. [More](#)


Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor.



  
Outlook  
Growing


  
Demand  
Low


  
Supply  
High


  
Supply  
Tight


  
HS


  
1+  
Years

\$36,878  
\$23,113

[Advised Job Skills](#)

Advised Detailed Job Skill	Job Opening Match Count	Top Employer
Attention to detail	2	Bayside Pet
Able to multitask		
Organizational skills		
Prioritization skills		
Calculate figures		

[Advised Tools](#)

Advised Detailed Job Skill
Microsoft Word

### Jobs Area Distribution

[Show Display Options](#)

The table below shows the counties in Florida with the highest number of job openings advertised online for Registered Nurses on August 20, 2017 (Jobs De-duplication Level 2).

Click a column title to sort.

Rank	Area Name	2015 Estimated Median Annual Wage
1	<a href="#">Palm Beach County, Florida</a>	\$67,939
2	<a href="#">Miami-Dade County, Florida</a>	\$61,580
3	<a href="#">Duval County, Florida</a>	\$62,838
4	<a href="#">Brevard County, Florida</a>	\$62,687
5	<a href="#">Broward County, Florida</a>	\$70,579
6	<a href="#">Hillsborough County, Florida</a>	\$63,041
7	<a href="#">Pinellas County, Florida</a>	\$63,041
8	<a href="#">Escambia County, Florida</a>	\$54,963
9	<a href="#">Volusia County, Florida</a>	\$57,531
10	<a href="#">Lee County, Florida</a>	\$62,165

# Hiring Events

We regularly have hiring events featuring local employers, virtually and in the community! Come prepared to interview; we can help you with your resume beforehand. Stay up to date with hiring event info at <https://careersourcesuncoast.com/calendar/>, through our social media, and by subscribing to our newsletter on [careersourcesuncoast.com](https://careersourcesuncoast.com).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	1	2	3	4	5
		7:30am-3:30pm King Plastic Walk-In Wednesday Hiring Event  1:30pm-3pm Solar Industry Career Fair	8am-9am Finance and Performance Committee Meeting	10am-2pm CareerSource Suncoast is hosting FDOT Workforce Development Veteran Training Academy and Job Fair	
7	8	9	10	11	12
3:30pm-6:30pm Manatee County Government Hiring Event		7:30am-3:30pm King Plastic Walk-In Wednesday Hiring Event	8am-9:30am Executive Committee Meeting		
4	15	16	17	18	19
		7:30am-3:30pm King Plastic Walk-In Wednesday Hiring Event			
1	22	23	24	25	26

*Sample hiring events listings on our website*

# CareerSource Suncoast social media

- <https://www.facebook.com/CareerSourceSC>
- <https://www.linkedin.com/company/careersourcesc/>
- <https://www.x.com/CareerSourceSC>
- <https://www.instagram.com/careersourcesc/>
- <https://www.youtube.com/channel/UCmG5-R69TSOkRUQBO3rD7ag>



# Priority of Service and Veterans' Services

If you are or were in the military or a spouse, thank you for serving! Anyone who has served a single day of active duty receives **priority of service** at our centers – if there is any wait for any of our services, please inform a staff member that you are a veteran and receive assistance first!

Our **Veterans' Services** program is federally mandated to provide help to specific qualifying veteran populations. If you are interested in learning more about the program, please ask our staff for an assessment checklist!



## MySuncoast Scholarship: School / Career Training Aid through WIOA (Workforce Innovation and Opportunity Act)

WIOA's primary focus is on the attainment of certificates or degrees of value in the labor market leading to a job in high-demand occupations and emerging industries. Job seekers who are either unemployed or working in low-wage jobs may be eligible for tuition assistance.

Available services are based on need and may include tuition assistance, books allowance, uniform/supplies, vocational guidance and career counseling. You can view the orientation to the program, learn about the local schools participating in job training assistance, and complete the brief application all on **CareerSourceSuncoast.com!**



# MySuncoast On-the-Job Training

MySuncoast On-the-Job Training (OJT) provides selected individuals occupational skills and training essential to the performance of a specific job. OJT is an “earn and learn” employment model where participants upgrade, retool and increase their skills. Two unique features of OJT are:

1. The participant begins training as a new employee
2. The participant receives training at the workplace, under appropriate supervision, acquiring occupational skills and knowledge in an “on-the-job” training environment.

You can view the orientation and complete the brief application on **CareerSourceSuncoast.com!**

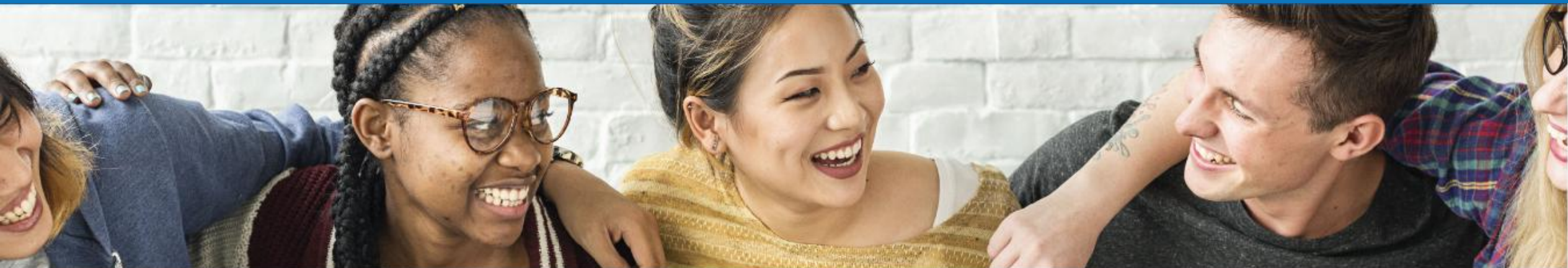




# Young Adult Services

Gain the academic and job skills necessary to take your career to the next level! Our goal is to help youth plan and achieve educational goals and secure employment - we offer training, scholarships, career planning, and more.

If you or someone you know are 18-24 years old and live in Manatee or Sarasota county, we may be able to assist. Stop in for more information or contact us at <https://careersourcesuncoast.com/young-adults!>



# Welfare Transition

Provides services to job seekers who have applied for and are currently receiving **cash assistance** through the Department of Children and Families. Services may include, but not be limited to:

- **Case Management** – Connection to a Workforce Development Specialist who will guide and assist you in the development of an action plan identifying Training and Employment goals.
- **Support Services** – Services provided help alleviate significant barriers to employment. Support may be provided through a referral system or may be provided by CareerSource Suncoast, as funding is available. (An example of such service would be a receipt of a childcare voucher to a local childcare coalition.)

# SNAP Employability & Training

When an individual applies for or is receiving Food Assistance benefits formerly known as food stamps, then Department of Children & Families (DCF) will review the application and determine the applicant to be an ABAWD (Able Bodied Adult Without Dependents). ABAWDs who meet the following criteria are required to participate in work activities through CareerSource Suncoast in order to maintain eligibility for food assistance:

- Age 18-59
- Not working at least 30 hours a week
- Not earning weekly wages of at least \$217.50 a week
- Not in school at least half-time
- No documented medical limitation

Anyone can use one of our centers to apply for SNAP on <https://myaccess.myflfamilies.com/>, to complete required OSST orientation, assessment, and job search training, and to speak with one of our SNAP Workforce Development Specialists.



# THRIVE

THRIVE is a business accelerator based in our Sarasota office, offering entrepreneurs:

- Flexible and affordable workspace (co-work, private offices, meeting & conference rooms)
- Tech-centric tools
- Skill development resources (workshops and seminars; one-on-one mentoring).

Learn more at [Entrepreneurs - CareerSource Suncoast!](#)



# Ticket to Work

## Requirements:

- Age between 18-64
- Currently receiving SSI/SSDI
- Looking for employment
- Assigned a Ticket to Work by the Social Security Administration

If you meet the requirements above, ask to speak with the Ticket to Work team for more information.

# Dislocated Worker Grant

## Coaching and Training opportunities

Grant funding is available for individuals who meet one of the following categories:

- Eligible for unemployment compensation due to a layoff *or*
- Exhausted unemployment benefits but not yet returned to work *or*
- Long-term unemployed

If your current situation fits any of these categories, you may be eligible for free employment services, including career coaching, temporary employment opportunities, and targeted training.







# Hope Florida

The DCF Hope Navigator program has partnered with CareerSource Suncoast to provide employment services to those identified as “job ready”.

Services may include but not be limited to:

- An Individualized Employment Plan.
- Referrals made through the platform “UniteUS” to ensure individuals get the services they need with other area partners in the community.
- Resume preparation, job development, job seeking skills and job readiness hybrid training curriculum.
- CareerSource Hope Navigator will shepherd the referral as it goes through the process of obtaining the appropriate resources.
- Assisting clients in updating their Employ Florida account and instruction on how to utilize the resources found in this platform.

# Non-Custodial Parent Employment Program

CareerSource Suncoast through the Non-Custodial Parent Employment Program (NCPEP) provides Non-Custodial parents who have fallen behind or are struggling to make court ordered child support payments with services to help find new or improved job opportunities.

Enrollees in the NCPEP (Noncustodial Parent Employment Program) receive:

- A 60-day pause in Florida Department of Revenue Child Support penalties
- Driver's license reinstatement help
- Incentives for enrollment and new job
- Job search, referral, and interview support
- New career scholarships
- Pay work-related expenses (job required tools, clothing, license fees)
- Assistance with rent, transportation, childcare (if qualified)



## GED Prep

Helping individuals achieve skills necessary to succeed in today's economic culture by offering GED preparation. Available at our Sarasota center.



## Partner Program – Vocational Rehabilitation (VR)

Our Sarasota center features staff from Florida's VR program, which helps people who have physical or mental disabilities get or keep a job. In addition to the general client employment program, VR has additional specific programs designed to help eligible people with disabilities become employed.



# Digital Navigation

We offer:

## **Affordable Internet**

Members of your household may qualify your home for low-cost broadband. You could end up paying zero for high-speed home internet.

## **Computing Devices**

Large-screen devices such as laptops and tablets are necessary to access today's goods and services. Tell us your budget and we'll help you find the right device.

## **Computer Training**

Just getting started with laptops or tablets? Or are you curious about cloud computing? We'll help you learn computing skills regardless of your skill level.





# Federal Bonding Information

An incentive program that allows employers to hire at-risk job applicants with limited liability to their business. At-risk applicants are:

- Individuals with a criminal background
- Recovering substance abusers (alcohol or drugs)
- Welfare recipients and other persons having poor financial credit, or who have declared bankruptcy
- Economically disadvantaged youth and adults who lack a work history
- Individuals dishonorably discharged from the military
- Anyone who cannot secure employment without bonding services

Interested job seekers can receive more information on the program along with other resources for returning citizens at our centers!



# Migrant Seasonal Farmworker Program (MSFW)

Our centers provide the following services to migrant and seasonal farmworkers:

- Registration / job search assistance
- Placement and job development
- Testing
- Counseling
- Training opportunities
- Referrals to supportive services
- Referrals to other organizations that serve migrant and seasonal farm workers
- Complaint resolution
- Farm worker rights and labor law information

Our Palmetto center is one of nine in the state with an MSFW Outreach Specialist!



CareerSource Suncoast is an Equal Opportunity Employer and Program Service Provider. As such, we are committed to the spirit and letter of all federal, state, and local laws and regulations of equal opportunity obligated to operate all of our programs and activities in a non-discriminatory manner. We publicize the name and contact information for our designated Equal Opportunity Officer so that any employee or participant/customer can easily get more information or file a discrimination complaint directly with our office. The name and contact information for the CareerSource Suncoast Equal Opportunity Officer is:

**Kathy Bouchard, EO Officer**

CareerSource Suncoast

3660 N Washington Blvd. Sarasota, Florida 34234

Phone: 941-893-3070

Email: [KBouchard@careersourcesc.com](mailto:KBouchard@careersourcesc.com)

For more information or to submit a discrimination complaint, view the below document.

**[Discrimination Complaint Assistance](#)**

## Please tell us when you get a job!

The success of job seekers is why we do what we do! Your stories make our days better and inspire others who have been right where you are – including members of our staff.

We will record this information in your Employ Florida (EF) profile as part of our reporting requirements to the state. Data on who is finding work in Florida and where is very important and may contribute to the funding that this region relies on to best assist other job seekers.

You can call, email, or stop by – just please let us know!

**Thank you** for letting us assist you in your career search!

**See you again soon!**