

SC WORKS

Our mission is to provide the highest quality workforce development services available to our customers.

TRIDENT

BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

LOCATIONS:



SC Works Charleston
1930 Hanahan Road, Suite 200
North Charleston, SC 29406
Tel (843) 574-1800
Toll Free (888) 226-1606
TTY 711



SC Works Berkeley
100 South Highway 52
Moncks Corner, SC 29461
Tel (843) 761-4400
TTY 711



SC Works Dorchester
2885 W. 5th North Street
(Highway 78)
Summerville, SC 29483
Tel (843) 821-0695
TTY 711

www.tridentscworks.org

To accomplish our mission, we have created and integrated an accountable workforce development system so job seekers can find jobs and employers can find qualified workers.

RESOURCE CENTER:

The Resource Centers are open to the public and have many free services to help you find employment.

SERVICES INCLUDE:

- Job Search and Placement Assistance
- Resume Building Programs
- Labor Market Information
- Career Counseling
- Typing Test Tutorials
- Free Typing Tests
- Skills Assessment

ADULT LITERACY

If needed we offer help in upgrading your Reading, Math or Writing Skills in order to obtain your GED or Diploma.

- Unemployment Claim Filing
- Job Listing Resources
- Internet Access
- Fax Machines
- Printers
- Copiers

PARTNER REFERRALS

SC Works Trident's Centers bring together a multitude of Workforce Development Partners under one roof to help with all of your employment needs.

WORKKEYS® AND WORKSHOPS

WorkKeys® is a job skills assessment system measuring real world skills and abilities that are critical to job success.

WorkKeys® assessments measure proficiency in three key areas:

- Communication: **Business Writing, Listening, Reading for Information, Writing**
- Problem Solving: **Applied Mathematics, Applied Technology, Locating Information, Observation**
- Interpersonal Skills: **Teamwork**

- Resume Writing
- Essential Interviewing Skills
- Workplace Etiquette
- Barriers to Employment Applications
- Applying for a Job
- Networking
- SCWOS & Your Job Search

WORKFORCE TRAINING

Training Services are available to those who have not been successful in becoming employed.

- On-the-Job Training
- Occupational Skills Training
- Basic Skills Training
- Educational Training

Types of Training Include:

TRAINING

The Workforce Investment Act Program provides employment and training services aimed to help increase the employment and occupational skills of job seekers needing assistance.