

# 2016

## Cambridge and North Dumfries Directory of Employment Resources

Compiled by:  
Information Cambridge and North Dumfries,  
A service of



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## Introduction

The Social Planning Council of Cambridge and North Dumfries is pleased to present the second volume of Employment Resources of Cambridge and North Dumfries. This publication is a comprehensive listing of all employment services offered within Cambridge and the surrounding areas, including employment resource centres, employment workshops and counselling, and volunteer information. It is the hope that you will find this information useful when embarking on a job search for yourself or for a client.

While this is a comprehensive list, there are still even more options available to individuals in need of work. Youth can make an appointment with their guidance counsellor. Most neighbourhood community centres offer employment support services to residents within their catchment area. Another great source of information when searching for a job can be your own friends, family, neighbours, and other members of your community.

The criterion for being included in this directory is that all organizations must be non-profit, with the exception of organizations that provide a unique for-profit service to the community. The listed organizations must provide a direct service to the members of the Cambridge and North Dumfries community. Finally, the organizations listed must have at least one area of the organization that provides an employment-related service.

It is the hope of the Social Planning Council of Cambridge and North Dumfries that you find this directory to be useful and informative. If you know of any organizations that meet the criteria that are not listed in this directory, feel free to give us a call at 519-623-1713 Ext. 221.

Sincerely,

The Social Planning Council of Cambridge and North Dumfries

## Employment Resource Centres

### Family Counselling Centre and Community Supports Office, Ayr

519-632-9737

173 Northumberland St Ayr, ON

Providing outreach services to low income families with resources such as food, clothing, shelter, recreation, transportation, childcare and counselling \* Iso offer summer camp, seniors program, job search program, employment counselling, local job postings, counselling for individuals and families

### John Howard Society of Waterloo-Wellington, Cambridge Career Connections

519-622-0815

40 Ainslie St S Cambridge, ON N1R 3K1

Website: [www.cambridgecareerconnections.com](http://www.cambridgecareerconnections.com)

Email: [ccc@waterloo.johnhoward.on.ca](mailto:ccc@waterloo.johnhoward.on.ca)

Services include: Cambridge Career Connections, Employment Ontario Employment Services (Employment counselling and resources for anyone out of school or work) \* specializes in youth services but open to all community members \* Resource Centre: Fully equipped to assist with every job search need \* omputers with internet access, telephone, fax, photocopier, career development resources \* ACCESS: One to one support for individuals with learning difficulties or behavioural problems \* provides pre-employment skills, job placement and on the site job coaching \* workshops: Employability workshops - interview skills, resume development, job search and networking \* information Sessions - Second Career and Apprenticeships Training - WHMIS training, Smart Serve\*, Basic computer skills

### Langs Resource Centre

519-653-1470

1145 Concession Rd, Cambridge, ON N3H 4L5

Website: [www.langs.org](http://www.langs.org)

Email: [info@langs.org](mailto:info@langs.org)

Use the Resource Centre phone, computers, printer, fax, and photocopier for job searching and resume building

### Lutherwood Employment Services

519-623-9380

35 Dickson St Cambridge, ON N1R 7A6

Website: [www.lutherwood.ca](http://www.lutherwood.ca)

Job search and career development assistance \* outplacement assistance to companies and employees impacted by downsizing or closures \* fully equipped resource centre

### Region of Waterloo, Social Services Department, Ontario Works, Cambridge Office

519-740-5700

Application line for Ontario Works: 519-883-2100

150 Main St, Cambridge, ON N1R 8H6

Website: [www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)

The Waterloo Region Social Services Department (Cambridge Branch) provides resources on the topics of: Income Support (e.g. Ontario Works) ,Family Support, Employment Services/Employment Resource Centres, Special Services

### **YMCA of Cambridge, Immigrant Services, Employment Services**

519-621-1621

258 Hespeler Rd Cambridge, ON N1R 3H3

Website: [www.ymcacambridgekw.ca](http://www.ymcacambridgekw.ca)

Provide settlement and employment services to assist immigrant and refugees \* Cultural Diversity Program \* Language Interpretation \* English Language Assessment and Referral Services \* Settlement Services \* Employment Resource Centre \* Language Interpretation \* English Language Assessment and Referral Centre

### **YMCA of Cambridge, YMCA Teen Drop-In Zone, Cambridge Youth Leadership Development Centre**

519-623-YMCA ext 306

258 Hespeler Rd Cambridge, ON N1R 3H3

Website: [ymcacambridgekw.ca](http://ymcacambridgekw.ca)

Email: [ymcacambridge@ckwymca.ca](mailto:ymcacambridge@ckwymca.ca)

Offering a safe and positive place for teens to meet and enjoy recreation, volunteering and fundraising, leadership development, art, employment services, resource area, counselling, workshops, and public health information.

## Employment Workshops/ Counselling

### Cambridge Self-Help Food Bank

519-622-6550

54 Ainslie St S Cambridge, ON N1R 3K3

Website: [www.cambridgefoodbank.on.ca](http://www.cambridgefoodbank.on.ca)

Email: [info@cambridgefoodbank.on.ca](mailto:info@cambridgefoodbank.on.ca)

Employment Counselling helps one gain employment where the main focus of attention is career counselling, accessing appropriate education and training, and developing effective job search skills.

### Conestoga College Institute of Technology and Advanced Learning, Downtown Cambridge Campus

519-623-4890 ext 7500

150 Main St, Ste 402 Cambridge, ON N1R 8R7

Website: [www.conestogac.on.ca](http://www.conestogac.on.ca)

Post-secondary Polytechnic Institute \*employment preparation \*literacy and basic academic skills training

### Discover Your Future: Conestoga College

519-623-4890 ext 7502

150 Main St, Unit 402, 4th Flr. Cambridge, ON N1R 6P9

Website: [www.conestogac.on.ca](http://www.conestogac.on.ca)

Email: [spluimsiefert@conestogac.on.ca](mailto:spluimsiefert@conestogac.on.ca)

10 week employment program that provides an opportunity to explore personal development, career building and employment strategies as well as academic upgrading and computer introduction \* open to everyone \* childcare assistance and transportation funds available to those who qualify

### Employment Ontario

1-800-387-5656

Email: [Employmenthotlineinquiries@ontario.ca](mailto:Employmenthotlineinquiries@ontario.ca)

Website: <http://www.tcu.gov.on.ca/eng/employmentontario/> Connect with services across Ontario including Second Career, job banks, and education opportunities.

### Focus for Change: Conestoga College

519-623-4890 ext 7502

150 Main St, Unit 402, 4th Flr. Cambridge, ON N1R 6P9

Website: [www.conestogac.on.ca](http://www.conestogac.on.ca)

Email: [spluimsiefert@conestogac.on.ca](mailto:spluimsiefert@conestogac.on.ca)

15-week program designed for women on Ontario Works \*provides an opportunity to explore personal development, career building and employment strategies as well as academic upgrading and computer introduction \*2-week work shadow is also included.\* childcare assistance and transportation funds are available

### John Howard Society of Waterloo-Wellington, Cambridge Office

519-622-0815

40 Ainslie St S Cambridge, ON N1R 3K1

Website: [www.waterloo.johnhoward.on.ca](http://www.waterloo.johnhoward.on.ca)

Email: [ccc@waterloo.johnhoward.on.ca](mailto:ccc@waterloo.johnhoward.on.ca)

Employment programs include: Cambridge Career Connections (CCC) For Students and Youth, Job Connect, Employment and Training Programs, Summer Job Service, Housing Registry and Assisted Career Coaching Through Employment Support Services (A.C.C.E.S.S.)

### **(The) Literacy Group of Waterloo Region, Adult Literacy Services**

519-621-7993

40 Ainslie St. 2<sup>nd</sup> Floor Cambridge, ON N1R 3K1

Website: [www.theliteracygroup.com](http://www.theliteracygroup.com)

Email: [info@tlgwr.ca](mailto:info@tlgwr.ca)

Helps adults 18 years and older improve their basic reading, writing and math skills \* services include: one-to-one learning, small group programming (8-10 people), skills upgrading in reading, writing, math, computer and workplace essential skills

### **Waterloo Region Social Services Department, Cambridge Office**

519-740-5700

150 Main St Cambridge, ON N1R 8H6

Website: [www.region.waterloo.on.ca](http://www.region.waterloo.on.ca)

The Waterloo Region Social Services Department (Cambridge Branch) provides resources on the topics of: Income Support (e.g. Ontario Works), Family Support, Employment Services, and Special Services

### **YMCA of Cambridge Immigrant Services, Employment Services**

519-621-1621

258 Hespeler Rd Cambridge, ON N1R 3H3

Website: [www.ymcacambridgekw.ca](http://www.ymcacambridgekw.ca)

Employment Services: Culturally appropriate employment assistance, one on one support plus group session provided to immigrants and refugees to enhance employment opportunities. Employment resource Centre, Community Programs and Special Initiatives, Language interpretation

### **YWCA of Cambridge, Small Steps to Success**

519-267- 6444

55 Ainslie St S, Cambridge, ON N1R 3K3

Website: [www.ywcacambridge.ca](http://www.ywcacambridge.ca)

This 12 week supportive experience offers workshops designed to prepare participants to move into employment, training or further education \* focuses on life skills, job search techniques, career and academic exploration \* provides pre-employment and life skills services to women including workshops on self-esteem, resume writing, interviews, boundaries, self care and community resources

## Job Banks

**Cambridge Jobs.ca**  
[www.cambridgejobs.ca](http://www.cambridgejobs.ca)

**Cambridge Now**  
[www.cambridgenow.ca](http://www.cambridgenow.ca)

**Charity Village.com**  
[www.charityvillage.com](http://www.charityvillage.com)

**(The) Job Bank- Service Canada**  
[www.jobbank.gc.ca/intro-eng.aspx](http://www.jobbank.gc.ca/intro-eng.aspx)

**Jobs in Canada.com**  
[www.jobsincanada.com](http://www.jobsincanada.com)

**Monster**  
[www.monster.ca](http://www.monster.ca)

### **Service Canada, Cambridge Service Canada Centre**

1-800-622-6232

Employment Insurance: 1-800-206-7218

350 Conestoga Blvd, Unit C2 Cambridge, ON N1R 7L7

Website: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

All Canadian Job Bank available as well as Workers Employment Insurance Regular Benefits

**Workopolis**  
[www.workopolis.com](http://www.workopolis.com)



## Resume Help

### **Jobstar.ca**

<http://jobstar.org/>

### **Lutherwood Employment Services**

519-623-9380

35 Dickson St Cambridge, ON N1R 7A6

Website: [www.lutherwood.ca](http://www.lutherwood.ca)

Job search and career development assistance \* outplacement assistance to companies and employees impacted by downsizing or closures \* fully equipped resource centre

### **John Howard Society of Waterloo-Wellington, Cambridge Office**

519-622-0815

40 Ainslie St S Cambridge, ON N1R 3K1

Website: [www.waterloo.johnhoward.on.ca](http://www.waterloo.johnhoward.on.ca)

Email: [ccc@waterloo.johnhoward.on.ca](mailto:ccc@waterloo.johnhoward.on.ca)

Employment programs include: Cambridge Career Connections (CCC) For Students and Youth, Job Connect, Employment and Training Programs, Summer Job Service, Housing Registry and Assisted Career Coaching Through Employment Support Services (A.C.C.E.S.S.)

### **Monster Resume**

<http://resume.monster.ca>

### **Resume-Help.org**

[www.resume-help.org](http://www.resume-help.org)

## Employment Services for Adults with Disabilities

### Community Living Cambridge, ARC Industries

519-623-7490

160 Hespeler Rd. Cambridge, ON N1R 6V7

Website: [www.communitylivingcambridge.ca](http://www.communitylivingcambridge.ca)

Email: [info@communitylivingcambridge.ca](mailto:info@communitylivingcambridge.ca)

The ARC facility provides an opportunity for individuals who desire to work on jobs, yet at a pace that is suited to their abilities without the pressure of the competitive job market \* sub-contracted jobs from local businesses provide the setting for training and support in a work environment

### Canadian Mental Health Association

519-740-7782

Call 1-866-387-6660 ext 368 to make an appointment

9 Wellington St, Unit 3 Cambridge, ON N1R 3Y4

Website: [www.cmha.on.ca](http://www.cmha.on.ca)

Community Employment Services provides you with information about employment services in your community and helps you connect to them \* service identifies your employment goals and assists with the development of a personal life plan that focuses on employment \* Bridging Employment Supports is a one-year pilot project helping people between the ages of 16 and 65 with disabilities learn about, and access, employment resources to obtain paid, competitive employment

### Community Living Cambridge

519-623-7490

160 Hespeler Rd Cambridge, ON N1R 6V7

Website: [www.communitylivingcambridge.ca](http://www.communitylivingcambridge.ca)

Email: [info@communitylivingcambridge.ca](mailto:info@communitylivingcambridge.ca)

Community Living Cambridge serves Cambridge community members with a developmental disability, and provides events and activities to enrich their lives. Support is offered through a variety of programs such as residential group homes, employment support programs, pre-school services and alternative day programs designed to meet each individuals' needs.

### Kitchener-Waterloo Access-Ability

519-885-6640

659 King St. E. Unit 250 Kitchener, ON N2G 2M4

Website: [www.kwaccessibility.ca](http://www.kwaccessibility.ca)

KW Access-Ability is committed to providing an environment that supports self-determination for physically challenged people, based upon the principles of choice, equality, co-operation and mutual respect \* services include: small business support, employment support, ,mentor program, networking, and internet access.

## **Ministry of Community and Social Services: Ontario Disability Support Program**

519-623-1230

Cambridge Place, 73 Water St N, Ste 605 Cambridge, ON N1R 7L6

Website: [www.mcscs.gov.on.ca/en/mcscs/programs/social/index.aspx](http://www.mcscs.gov.on.ca/en/mcscs/programs/social/index.aspx)

The Ontario Disability Support Program (ODSP) provides income support and employment support to people with disabilities in financial need, or who want and are able to work and need support \*Ontarians 65 years or older who are not eligible for Old Age Security may qualify for ODSP supports if they are in financial need

## **Ontario March of Dimes: West Central Region**

519-579-5530

236 Victoria St. N. Unit 1B Kitchener, ON N2H 5C8

Website: [www.marchofdimes.ca](http://www.marchofdimes.ca)

This non-profit organization offers services for adults with physical disabilities, including the purchase and rental of assistive devices, employment programs, vocational and physical assessments, rehabilitation services and Return to Work program.

## Adult Education Options

### Conestoga College Institute of Technology and Advanced Learning- Cambridge Downtown Campus

519-623-4890

150 Main St. 4<sup>th</sup> Floor Cambridge, ON N1R 8R7

Website: [www.conestogac.on.ca](http://www.conestogac.on.ca)

Academic upgrading in preparation for GED testing and/or college program entry; literacy and basic academic skills training \* career exploration and employment preparation programs

### Waterloo Region District School Board, Essential Skills Upgrading

519-570-0003

51 Ardelt Ave. Kitchener ON N2C 2R5

Website: [www.wrdsb.ca/esu](http://www.wrdsb.ca/esu)

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education and training, employment or increased independence \* support in clarifying upgrading goals and developing a training plan to achieve them \* academic upgrading that helps individuals develop the necessary skills for entry into post-secondary education, apprenticeship training or employment \* assistance with preparing to writer GED

### (The) Literacy Group, Cambridge Office

519-621-7993

40 Ainsle St. S. 2<sup>nd</sup> Floor Cambridge N1R 3K1

Website: [www.theliteracygroup.com](http://www.theliteracygroup.com)

Email: [info@tlgwr.ca](mailto:info@tlgwr.ca)

The Literacy Group of Waterloo Region is a community based organization that provides accessible literacy training services to empower adults to reach their goals and improve their quality of life \* literacy and essential skills upgrading, one-to-one learning, small group programming (8-10 people), skills upgrading in reading, writing, math, computer and workplace essential skills

### Ontario Colleges

Website: [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

Email: [ask-us@ontariocolleges.ca](mailto:ask-us@ontariocolleges.ca)

Complete, up-to-date listings of all courses and colleges in the area \* can create a wish list, access information, or apply to college on-line for each user account \* keeps records of all applications received and accepted for each user account

### Ontario Student Assistance Program (OSAP)

Website: [www.osap.gov.on.ca](http://www.osap.gov.on.ca)

Can provide eligible students attending college or university financial assistance in the form of a loan or bursary to help offset the costs of tuition, books, and other school-related expenses \* on-line application available.

## **St. Louis Adult Learning Centre**

519-745-1201

Website: [www.stlouis.wcdsb.ca](http://www.stlouis.wcdsb.ca)

Email: [stlouis@wcdsb.ca](mailto:stlouis@wcdsb.ca)

Offers various programs for adults wishing to complete high school credits or earn/ improve grades for admission into post-secondary education or training programs \* day classes and correspondence/ self-study options in a variety of subjects \* basic literacy and math upgrading for those who have been out of school for more than 3 years and are wanting to pursue credit courses or employment \* Personal Support Worker and Hairstyling certificate programs that also earn high school credits for adults available at this campus \* ESL adult morning and afternoon classes also available to adults, and ESL for Seniors at the David Durward Centre \* Citizenship preparation classes available in the evening\* St. Louis Cambridge Campus also has an on-site licensed child care service available for parents attending day classes at the school

## Volunteer Opportunities

### **Cambridge Memorial Hospital, Volunteer Associations, Volunteer Resources**

519-621-2330

700 Coronation Blvd Cambridge, ON N1R 3G2

Website: [www.cmh.org](http://www.cmh.org)

Email: [information@cmh.org](mailto:information@cmh.org)

Provides assistance to Cambridge Memorial Hospital through ongoing support to patient service and revenue-producing programs \* volunteers needed in a variety of areas to enhance services to patients and visitors \* teen volunteer program also available

### **United Way of Cambridge and North Dumfries, Volunteer Centre**

519-621-1030

135 Thompson Dr. Suite 2 Cambridge, ON N1T 2E4

Website: [www.uwcambridge.on.ca/v](http://www.uwcambridge.on.ca/v)

Acts as a liaison between residents looking to volunteer and the organizations in the community that have those volunteer opportunities \* connects the general public with volunteer opportunities \* help to strengthen the capacity of local non-profit organizations \* offer a membership for organizations that focuses on volunteer recruitment & referral, volunteer recognition, training opportunities for non-profit staff and volunteers, and promotion of volunteerism & the voluntary sector

## Libraries and Computer Access

### Cambridge Libraries and Galleries

Website: [www.ideaexchange.org](http://www.ideaexchange.org)

#### **Queen's Square**

519-621-0460

1 North Sq Cambridge, ON N1S 2K6

#### **Preston Branch**

519-653-3632

435 King St E Cambridge, ON N3H 3N1

#### **Hespeler Branch**

519-658-4412

5 Tannery St E Cambridge, ON N3C 2C1

#### **Clemens Mill Branch**

519-740-6294

50 Saginaw Pkwy Cambridge, ON

Public libraries and galleries; internet access.

### Public Access Computers

#### **Self-Help Alliance, Cambridge**

519-623-6024

9 Wellington St, Unit 1, Cambridge, ON N1R 3Y4

#### **Kinbridge Community Association**

519-740-8565

8-125 Champlain Blvd. Cambridge ON N1R 2X6

#### **Langs**

519-653-1470

1145 Concession Rd, Cambridge, ON

#### **The YMCA of Cambridge, YMCA Teen Drop-In Zone, Cambridge Youth Leadership**

#### **Development Centre**

519-623-YMCA ext 306

256 Hespeler Rd Cambridge, ON N1R 3H3

#### **Family & Community Connections, Ayr**

519-632-9739

173 Northumberland St, Ayr, ON

Computer Access as well as resource library

#### **Region of Waterloo, Ayr Branch Library**

519-632-7298

137 Stanley St Ayr, ON

Public Library with services such as internet stations, photocopier, etc offered

## List of Neighbourhood Organizations

The City of Cambridge is rapidly growing and contains many different neighbourhoods. Wherever you live in Cambridge, there is a neighbourhood organization in your area. These organizations usually provide programming for children, youth and adults as well as volunteer opportunities. They also commonly employ an outreach worker who can help those in need of help such as additional food, counselling, and many other needed services. Neighbourhood organizations are a great way to get connected with both your neighbourhood and any additional resources you may need, including help with your job search.

### **Alison Neighbourhood Association**

519-620-1867 Located within St. Anne School at:  
127 Elgin St. N Cambridge, ON N1R 5H6  
Website: [www.alisonneighbourhood.org](http://www.alisonneighbourhood.org)  
Email: [ancc@alisonneighbourhood.org](mailto:ancc@alisonneighbourhood.org)

### **Blair Road Neighbourhood Association**

519-497-9442  
85 Sunset Blvd. Cambridge, ON N1S 1A9  
Website: [www.blairroad.org](http://www.blairroad.org)  
Email: [info@blairroad.org](mailto:info@blairroad.org)

### **Kinbridge Community Association**

Christopher Champlain Resource Centre  
519-740-8565  
125 Champlain Blvd. Unit # 8 Cambridge ON N1R 2X6

### **Christopher Champlain McIntosh Loft**

519-624-3855  
200 Christopher Drive, 2nd Floor Cambridge ON N1R 2X6

### **Southwood Resource Centre**

519-621-2930  
241 Southwood Dr. Unit # 1 Cambridge ON N1S 3S5

### **Fiddlesticks Community Centre**

519-621-4040  
71 Cowan Blvd, Cambridge, Ontario N1T 1K7  
Website: [www2.fiddlesticks.ca/](http://www2.fiddlesticks.ca/)  
Email: [fiddlesticks@on.aibn.com](mailto:fiddlesticks@on.aibn.com)



### **Greenway-Chaplin Community Centre**

519-623-4220  
116 Rouse Ave, Cambridge, ON N1R 4M8  
Website: [www.greenwaychaplin.com](http://www.greenwaychaplin.com)  
Email: [info@greenwaychaplin.com](mailto:info@greenwaychaplin.com)

### **Hespeler Village Neighbourhood Association**

519-240-3567  
Website: [www.hvna.ca](http://www.hvna.ca)  
Email: [recreation.coordinator@hvna.ca](mailto:recreation.coordinator@hvna.ca)

### **Langs**

519-653-1470  
1145 Concession Rd, Cambridge, ON  
Website: [www.langs.org](http://www.langs.org)  
Email: [info@langs.org](mailto:info@langs.org)

### **Grow Community Resource Centre**

519-248-4769  
Email: [info@langs.org](mailto:info@langs.org)  
Website: [www.langs.org](http://www.langs.org)  
1 Groh Ave., Cambridge, ON N3C 1Y6

### **Preston Heights Community Group**

519-650-2971  
350 Linden Dr, Cambridge, ON N3H 5N7  
Website: [www.prestonheights.ca](http://www.prestonheights.ca)  
Email: [phcg@golden.net](mailto:phcg@golden.net)

### **Silverheights Neighbourhood Association**

519-249-1200  
Located within Silverheights Public School at:  
15 Baldwin Dr. Cambridge, ON N3C 0G1  
Website: [www.silverheightsneighbourhood.com](http://www.silverheightsneighbourhood.com)  
Email: [info@silverheightsneighbourhood.com](mailto:info@silverheightsneighbourhood.com)