I am better able to care for my family now that I have a more secure career. As a single dad of three you worry about the long term, with my situation the way it was, I wasn’t able to keep doing auto mechanics. With my training in Mechatronics, I know that I can find and keep a position for a long time. Michigan Works! staff helped me with every step of the process, I couldn’t have done it on my own.

- Carlos J., a participant in the Adult and Dislocated Worker Services at Michigan Works! Southwest, Kalamazoo Office.

Services Available

- Employment and career coaching
  - One-on-one job search assistance
  - Resume, cover letter and application building
  - Access to exclusive job leads
  - Referral to community resources
- On-the-Job Training (OJT)
- Classroom vocational training

What is On-the-Job Training?

- A service provided to make the jobseeker more marketable to employers by offering the employer a reimbursement for training costs.
- Gives the employer the incentive to Hire, Train and Retain you!
- Does not affect your pay; a contract for a set amount of time is written directly with the employer.

Classroom Training

- Classroom training can only be approved based on funding availability, occupational employment forecasts, and demand ranking.
- Classroom training is offered on a first come-first serve basis.

Documents Required for Enrollment

- Valid Michigan driver’s license or valid Michigan I.D. card
- Social Security card
- Birth certificate
- Verification of selective service registration (if applicable)
- DD214 if eligible veteran
- Verification of unemployment (if applicable)
- Verification of low income/food assistance (if applicable)

*Enrollment is required for all services, contact your local office to start the enrollment process.

Contact Information for Adult & Dislocated Worker Services

Branch County: (517) 278-0203
Calhoun County: (269) 660-1406
Kalamazoo County: (269) 488-7629
St. Joseph County: (269) 273-7067

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An equal opportunity employer / program supported by the State of Michigan. 1-800-285-WORK (9675). Auxiliary aids and services are available upon request. Dial 711 for Relay Center and TTY.

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