

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

**Employment
agencies
& online
resources**

**1 to
12-month
training
programs
for careers**

**Career &
College
Readiness
GED/HiSET/
ESOL**



GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

HOW TO USE THIS GUIDE

GET READY

The more you learn, the more you can earn.

Most jobs that lead to a living wage require a GED, HiSET or High School diploma.

Know where you want to go. Talk to your counselor about realistic career paths for you.

GET SET

Be job smart. Take advantage of the free services in this guide to help you develop an eye-catching resume, prepare for a job interview, dress for success, and more.

GO

Apply for an entry level job in a career path that has options for higher pay down the road.

If you can't find a job, get the training you need to qualify for a job that leads to a living wage.

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

Getting Your First Job

LOCAL EMPLOYMENT AGENCIES & SERVICES

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
Elder Services of Berkshire County	66 Wendell Avenue, Pittsfield 499-0524 esbci.org	<ul style="list-style-type: none"> On-the-job training and paid employment 20 hours per week in a local, nonprofit organization or government agency at minimum wage for <i>income eligible, unemployed Massachusetts residents age 55 & older</i> as part of the Senior Community Service Employment Program.
Goodwill Industries of the Berkshires	158 Tyler Street, Pittsfield 442-0061, ext. 15 Kathy Anker goodwill-berkshires.com	<ul style="list-style-type: none"> Work Adjustment/Skills Training – time limited program to help participants gain work experience and learn soft skills necessary to find and maintain employment. Volunteer and pay positions in various Berkshire locations. Job Placement & Career Development helps individuals find employment
Manpower, Inc.	66 West Street, 2 nd Floor Pittsfield, 445-4068	<ul style="list-style-type: none"> Temporary, permanent and temp to hire jobs in office/administrative, light industrial and manufacturing Set up profile online at manpowerjobs.com, then call for an interview

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>Molari Employment and Healthcare Services</p>	<p>166 East Street, Pittsfield 499-4546 or 1-800-649-4562 molariinc.com</p>	<ul style="list-style-type: none"> ▪ Temporary and permanent jobs in office, legal or technical support; accounting; data entry; and light industrial. <i>See also Health Care</i> ▪ Two positive previous work references required (does not need to be in the same field as the job you are currently seeking) ▪ Online tutorials and help with resume writing available ▪ Call for an appointment
<p>United Personnel</p>	<p>76 North Street, Pittsfield, MA 449-5050 unitedpersonnel.com</p>	<ul style="list-style-type: none"> ▪ Temporary, temporary to permanent, and direct hire in office/administrative, technical and light industrial ▪ Online assessments and training tutorials available ▪ Apply online for an appointment in sites throughout Berkshire County
<p>Online Job Searches with jobs in the Berkshires</p>	<p>Berkshireworks.org Berkshirejobs.com Careerbuilder.com Linkedin.com/jobs Monster.com Indeed.com Job Quest</p>	<ul style="list-style-type: none"> ▪ Allows searches by key word (e.g. entry level, manufacturing), location, date posted, and sometimes by employer and salary level ▪ Job Quest is the MA Dept. of Employment & Training job bank at https://web.detma.org/JobQuest ▪ Linkedin is a resource for professionals

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

6 - 14 MONTH CERTIFICATE TRAINING PROGRAMS

WHAT YOU NEED TO KNOW

Classroom-based programs for students age 18 & older (age 17+ at Mildred Elley)

Most programs require a high school diploma, GED, HiSET, Adult Diploma or CPAT Exam

*Tuition rates are subject to change and do not include books or supplies

Be sure to ask about financial aid or ask at BerkshireWorks when you apply for any of the training programs in this Guide

EDUCATION/TRAINING LOCATIONS

***Berkshire Community College Certificate Programs**

1350 West Street in Pittsfield and 343 Main Street in Great Barrington

*\$205/credit hour rate applies to Massachusetts residents for *day* courses and to *all students*, regardless of residency, for *evening* and *online* courses. Includes tuition, college service & technology fees

Some career pathways have online training options. Call 236-2127 for more information.

C. H. McCann Technical School Post-Secondary Program, 70 Hodges Crossroad, North Adams

**In-District annual tuition for residents of Adams, Cheshire, Clarksburg, Florida, Lanesboro, Monroe, North Adams, Savoy, Williamstown

Goodwill of the Berkshires Training Center, 158 Tyler Street, Pittsfield

Mildred Elley, 100 West Street, Pittsfield \$309/credit hour

SEE INDIVIDUAL JOB LISTING for information about the **Berkshire Athenaeum**, **Berkshire Botanical Garden**,

EMS Training of the Berkshires, **Heartwood School**, and **Quest Connect**

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION Fees, books & supplies included unless noted
Accounting Systems Specialist	Mildred Elley	442-0333 mildred-elley.edu	12 month, 39 credit Certificate program provides skills in basic accounting, computerized accounting, and related software applications for accounting and bookkeeping positions in payroll, accounts payable, and accounts receivable. \$16,295
Bookkeeper QuickBooks Specialist	Quest Connect 160 North Street, Pittsfield	442-9500 questconnect.net	16-hour two level Certificate program to become QuickBooks certified. Offered monthly. \$500
Business Technologies Specialist	Mildred Elley	442-0333 mildred-elley.edu	12 month, 39 credit Certificate program in office productivity software and computer operating systems. \$16,295
Carpenter Timber Framer Woodworking	Heartwood School Johnson Hill Road Washington, MA	623-6677 heartwoodschool.com	Owner-builder school provides entry level house building skills for individuals 18 or older. Courses range from 2 days to 2 weeks from April to October for the construction or timber framing field. Can lead to an apprenticeship with the Timber Framers Guild. A separate wood working program prepares students for work in a furniture building shop or for millwork. No HS diploma required for basic level courses. \$800/week; \$1550 two weeks.
Certified Nursing Assistant (CNA)	Berkshire Health Systems In partnership with Berkshire Community College	Register at 395-7545 or call 447-2165 (Education Dept.)	Four week, 90 hour program in Pittsfield M-F from 4 to 9 PM. Provides HHA certificate and prepares you for the state CNA exam. No HS diploma required but applicants should have basic reading/writing skills and graduates are encouraged to work at a BHS facility (employment not guaranteed). \$725 (Fall program); \$700 (Summer program)

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Community Health Worker	Berkshire Community College	Admissions 236-1630	Two semester, 28-credit Certificate program with interactive classroom and field training to become a frontline public health worker. Skills include community and individual needs assessment, outreach, home visits, health care system navigation, health and wellness education, and client-centered counseling. \$6,404
Computer Information Technology CompTIA A+ Network+ Security+	Quest Connect 160 North Street, Pittsfield <i>A Certiport and Pearson VUE Certified Testing Center</i>	442-9500 questconnect.net	<p>CompTIA A+: 40 hour Certificate program is starting point for a career to work at a call center (technical customer service support) or in businesses such as Geek Squad or Best Buy. Course covers maintenance of PCs, mobile devices, laptops, operating systems and printers. \$2,495</p> <p>Network+: 40-hour Certificate program is the next level up for jobs in a computer service business. Covers network technologies, installation and configuration, media and topologies, management and security. Requires CompTIA A+ certificate and nine months networking experience. \$2,495</p> <p>Security+: 40-hour Certificate program is the stepping stone to higher paying security engineer/architect jobs at General Dynamics and other IT employers. \$2,495</p>
Computer Network Administration	Mildred Elley	442-0333 mildred-elley.edu	12 month 39 credit Certificate program provides training in network administration, computer repair and end user support. It also prepares students to take several Microsoft certification exams. Rolling Admission. \$16,295

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Computer Programmer Business, Technical, or Networking focus	Berkshire Community College	Admissions 236-1630	Choose the two semester business, technical or networking path. The Business option emphasizes Java and C++ programming languages as well as some basic business, math and science courses. The Technical option focuses on C++ and WEB programming languages as well as some general education courses. The Networking path provides foundational skills to begin a career in computer networking. Tracks: \$6,617 Business or Technical; \$5,978 Networking.
Computer Software Technician Microsoft Office: Specialist Expert Master	Quest Connect 160 North Street, Pittsfield <i>A Certiport and Pearson VUE Certified Testing Center</i>	442-9500 questconnect.net	Specialist: Two level 32-hour basic program for Microsoft Word, Excel, Access and Windows certification. \$1,000 Expert: Higher level, 32-hour certificate program in either Microsoft Word or Excel provides competitive advantage for many office positions. Prerequisite is Specialist certificate. \$1,000 Master: Highest level, 32-hour certificate program includes Word, Excel and PowerPoint plus an elective in Outlook, Access or SharePoint. Tuition varies depending on specific courses chosen. \$1,000

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Cosmetology	C. H. McCann Technical School <i>Post-Secondary Program</i>	663-5383 ext. 181 mccanntech.org	9-month, 26 credit Certificate program. Introduces students to art, science and business aspects of this profession. Provides instruction in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling with hand-on experience in the McCann salon. Prepares students for the Massachusetts Licensure Examination. \$3,231 in district; \$4,731 out-of-district (Mass. resident).
	Pittsfield High School <i>Post-Secondary Program</i> 300 East Street	448-9601	9-month post-secondary day program Sept. - May. Prepares students to take the state board exam for licensure as a professional cosmetologist. \$4,000 + c. \$300 for book, exam, and license
	Mildred Elley	442-0333 mildred-elley.edu	1,000 hour, 33.33 credit Certificate day program to prepare for Massachusetts Cosmetology licensing exam with training in all areas of cosmetology required by the Board and hands on experience. Rolling admission. !14,140
Custodial Training	Goodwill Industries of the Berkshires, Inc. <i>Training Center</i> 158 Tyler Street, Pittsfield	442-0061 goodwill-berkshires.org	6 week, Certificate program follows the Cleaning Management Institute curriculum to provide classroom and hand-on training for frontline custodians. FREE to qualifying participants.
Culinary Arts	Berkshire Community College	Admissions 236-1630 berkshirecc.edu	Two semester, 28 credit Certificate program prepares you for responsible positions in food production to work in a restaurant or other food preparation facility; includes a supervised work experience, usually during the summer. \$6,404

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Dental Assistant	C. H. McCann Technical School <i>Post-Secondary Program</i>	663-5383 ext. 181 mccanntech.org	Intensive 9-month, 43 credit Certificate program. Provides necessary skills to work in private general dental practices, dental specialty offices, the armed services, and public health or hospital based clinics. Prepares students for the Certified Dental Assistant (CDA) exam. \$4,808 in district; \$8,308 out-of-district (Mass. resident)
Early Childhood Education	Berkshire Community College Mildred Elley	236-1630 Admissions berkshirecc.edu 442-0333 mildred-elley.edu	1 or 2 semester, 16 credit Certificate program is the first step in a career ladder leading to greater qualification for work with young children. Graduates can become day care assistant or teacher (depending on the setting). \$3,848 12 month, 39 credit Certificate program prepares you to work with young children in schools or childcare agencies. Day program only. Rolling Admission. \$16,745
Emergency Medical Technician (EMT)	EMS Training of the Berkshires <i>Locations vary. Visit website for information.</i> Berkshire Community College	281-0869 emstrainingoftheberkshires.com 236-2127 berkshirecc.edu/workshops	4 month training provides students with the fundamental skills and knowledge necessary for the National Register Practical exam and to obtain an EMT certificate from Massachusetts. Offered once or twice a year. \$640 4 month (150 hours) training generally offered in the fall in partnership with County Ambulance. Prepares participants for the NRP exam and to obtain an EMT certificate; \$920
Horticulture	Berkshire Botanical Garden 5 West Stockbridge Road, Stockbridge <i>in affiliation with Berkshire Community College</i>	236-2127; 298-3926, x15 or berkshirecc.edu/workshops Registration	8 month, non-credit Level I Certificate program September through April for work in landscaping, garden centers or greenhouses. Includes seven core courses and garden practicum to reinforce classroom work with hands-on experience in the garden. \$1,345 + books

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Human Services	Berkshire Community College	236-1630 Admissions berkshirecc.edu	Two semester, 29 credit certificate program teaches basic generalist human services skills and ethics, provides a foundation in social services, and increases a student's opportunities for employment and advancement in human services work. \$6,617
Lodging Management	Berkshire Community College	236-1630 Admissions berkshirecc.edu	Two semester, 29 credit Certificate program that prepares students for entry level positions in bed & breakfasts, inns, hotels and resorts. Includes external cooperative learning experience in a lodging field. \$6,617
Manufacturing	Berkshire Community College	236-1630 Admissions berkshirecc.edu	Two semester, Applied Manufacturing Certificate program with a concentration on either Technical Skills (22 credits) or Technology (28 credits). Provides the quantitative and technical skills for entry level positions in manufacturing. Technical track \$5,126. Technology track \$6,404
Massage Therapist	Berkshire Community College Mildred Elley	236-1630 Admissions berkshirecc.edu 442-0333 mildred-elley.edu	Two semester, 29 credit Certificate program prepares you to become a Massachusetts State Licensed Massage Therapist with the skills and knowledge to provide effective relaxation and wellness massage. Graduates are prepared to enter the healthcare field in various settings, including private practice. Pre-requisites: high school college prep biology and English (020 or 060) if applicable. \$6,617 12 month, 44.5 credit Certificate day program provides the education, practice and skills necessary to satisfy the academic requirements to qualify for licensure in Massachusetts. Rolling admission. \$18,835

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Medical Assistant (Office & Clinical)	C. H. McCann Technical School <i>Post-Secondary Program</i>	663-5383 ext. 181 mccanntech.org	Intensive 9-month, 39 credit Certificate program from 8-2:45 starting in September with clinical rotations beginning in April. Prepares individuals to work in a physician's office or health care facility performing both business administration and clinical medical office skills. \$4,682 in-district; \$8,182 out-of-district (Mass. resident)
Medical Assistant (Office)	Mildred Elley	442-0333 mildred-elley.edu	12 month, 39 credit Certificate program includes medical office management and procedures, insurance processing, and transcription of medical reports for entry level positions as medical secretaries, receptionists, billing specialists, record clerks and transcriptionists; admitting clerks, and administrative medical assistants. Rolling admission. \$16,295
Medical Assistant (Clinical)	Mildred Elley	442-0333 mildred-elley.edu	14 month, 45 credit Certificate program provides in-depth analysis of human anatomy and physiology, clinical and laboratory procedures, and patient contact skills in a clinical environment for an entry level position in medical clinics, laboratories, private physician's offices, pharmacies and hospitals. Rolling admission. \$19,825
Medical Coding	Berkshire Community College	236-1639 Berkshirecc.edu	One or two semester, 17 credit Certificate program prepares you to sit for the Certified Coding Associate exam and for work as an entry-level coder in a medical care facility. \$4,061
Music Production	Berkshire Community College	Admissions 236-1630 berkshirecc.edu	Two semester, 29 credit Certificate program prepares you for employment in recording studios and other areas related to the music production industry. \$6,602

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Phlebotomy Technician	Berkshire Community College <i>Community Education Office</i>	Registration 236-2127 or berkshirecc.edu/workshops	90 hour classroom (27 meetings) and a 40 hour clinical rotation in fall or spring provides practical experience in all aspects of blood collection and develops comprehensive skills to perform venipunctures. \$1,799
Physical Fitness	Berkshire Community College	236-1630 Admissions berkshirecc.edu	Two semester, 29 credit Certificate program offers instruction in nutrition, cardiovascular and strength training, personal training and instruction, and fitness facilities operations for work as a group exercise instructor, personal trainer or fitness instructor at health and fitness clubs, community organizations or other fitness facilities. \$6,617
Practical Nurse (LPN)	C. H. McCann Technical School <i>Post-Secondary Program</i> Berkshire Community College	663-5383 ext. 181 mccanntech.org 236-1630 Admissions berkshirecc.edu	Intensive 11 month, 48 credit Certificate program that entitles the graduate to sit for the National Counsel Licensing Exam for Practical Nurses (NCLEX-PN). \$5,864 in-district; \$9,364 out-of-district (Mass. resident) Intensive 12 month, 38 credit program prepares you to take the NCLEX-PN exam and employment in a healthcare facility. Pre-requisites include 10 credits in Human Body, Psychology & Composition 1. \$8,534
Surgical Technologist	C. H. McCann Technical School <i>Post-Secondary Program</i>	663-5383 ext. 181 mccanntech.org	Intensive 9-month, 40 credit Certificate program that prepares students for the national board CST credential exam from the National Board of Surgical Technology and Surgical Assisting. Certification leads to employment in hospital-based operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units, and in the medical sales field. \$4,725 in-district; \$8,225 out-of-district (Mass. resident)

Health Care Careers

NEED HELP WITH CERTIFICATE TRAINING COSTS?

A growing number of healthcare employers will pay for your CNA or other Certificate training in the healthcare field if you agree to work for the employer one year or more. BerkshireWorks may also have training funds (GED/HiSET or HS equivalent required).

Entry level positions in nursing homes or hospitals are generally:

Housekeeper, Kitchen Aide, or Certified Nursing Assistant (CNA)

At private home care agencies, entry level positions:

Homemaker, Companion, Home Health Aide (HHA)

Personal Care Attendant (PCA) or Certified Nursing Assistant (CNA).

The Next Step Up the Career Ladder could include:

Licensed Practical Nurse (LPN), Registered Nurse (RN), Clinical or Occupational Therapist.

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

Health Care Provider	Contact Information	NOTES
Amedisys Home Health Care	236-8500 7 North Street, Suite 300 Amedisys.com	<ul style="list-style-type: none"> ▪ Visiting nurse agency that provides health care services in the home ▪ Hires LPNs, RNs, Occupational Therapists and Physical Therapists
At Home TLC	664-0746 10 Holden Street, N. Adams	<ul style="list-style-type: none"> ▪ Hires PCAs, HHAs, and CNAs for private care in north Berkshires ▪ Apply in person or email athomeTLC@gmail.com ▪ Must have current driver's license
Berkshire Family & Individual Resources BFAIR	664-9382, x41 bfair.org	<ul style="list-style-type: none"> ▪ Provides support services for people with disabilities throughout the county ▪ Hires HHAs, PCAs and LPNs ▪ Apply online or call for more information
Berkshire Health Services <i>Hospitals, Berkshire VNA, other medical facilities</i>	447-2784 Employment office Berkshirehealthsystems.org	<ul style="list-style-type: none"> ▪ Operates Berkshire Medical Center, Fairview Hospital, Berkshire VNA and selected doctor's offices throughout the Berkshires ▪ Wide range of employment opportunities that include both health care AND non-health care (administrative or unit assistant, network engineer) ▪ Must apply online (select Employment and follow prompts)
Berkshire Healthcare <i>Nursing homes Rehab centers Senior communities Hospice services</i>	496-6840 Berkshirehealthcare.org	<ul style="list-style-type: none"> ▪ Owns and operates the following ▪ Nursing home/rehabilitation centers: Fairview Commons, Hillcrest Commons, Kimball Farms, Mount Greylock, North Adams Commons, Williamstown Commons ▪ Retirement communities: Kimball Farms, PineHill Assisted Living ▪ Hospice services: Hospice Care in the Berkshires ▪ Visiting Nurse service: Berkshire VNA ▪ Apply online or mail your resume and cover letter to Talent Management, PO Box 2489, Pittsfield, MA 01202
Berkshire Meadows	528-2523 249 North Plain Rd. (Route 41) Housatonic	<ul style="list-style-type: none"> ▪ Residential center and school for people with severe intellectual disabilities ▪ Positions range from residential counselors and teacher aides (to assist with tasks of daily living) to paraprofessionals and RNs ▪ Apply in person, via Berkshirejobs.com, or email bmwjobs@jri.org

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

Health Care Provider	Contact Information	NOTES
Berkshire Place	997-4663 290 South Street, Pittsfield berkshireplace.com	<ul style="list-style-type: none"> ▪ Short term nursing & rehabilitation, long term care ▪ Separate home agency is At Home Berkshire Place ▪ Apply online or in person
Craneville Place of Dalton	684-3212 265 Main Street, Dalton banecare.com	<ul style="list-style-type: none"> ▪ Rehabilitation and Skilled Care facility (division of Bane Care) ▪ Apply online
Home Care Services of Mass.	499-1777 66 West St., Pittsfield homecareservicesofma.com	<ul style="list-style-type: none"> ▪ Private care agency ▪ Apply in person only ▪ Helpful to have a car
Home Instead Senior Care	442-0907 66 Wendell Avenue, Pittsfield Homeinstead.com	<ul style="list-style-type: none"> ▪ Private care agency ▪ Provides training ▪ Must have driver's license and current auto insurance ▪ Apply in person or at homeinstead.com/369/home-care-jobs
Kindred at Laurel Lake	243-2010 620 Laurel St., Lee kindredhealthcare.com	<ul style="list-style-type: none"> ▪ Assisted Living, Respite Care, and Nursing Home ▪ Apply online <i>Division of Commonwealth Communities</i>
Molari Employment and Healthcare Services	499-4546 or 1-800-649-4562 166 East Street, Pittsfield molariinc.com	<ul style="list-style-type: none"> ▪ Temporary and permanent jobs in health care ▪ Call for an appointment ▪ Two positive previous work references required (does not need to be in the same field as the job you are currently seeking)
Mount Carmel Care Center	637-2660 320 Pittsfield Road, Lenox mountcarmelcare.org	<ul style="list-style-type: none"> ▪ Rehabilitation & skills care center ▪ Apply online
Mountain View Home Care	464-7524 371 North St., Pittsfield mtviewhomecare.com	<ul style="list-style-type: none"> ▪ Private care agency ▪ Apply online

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

Health Care Provider	Contact Information	NOTES
Porchlight VNA & Homecare	437-9862 32 Park Street, Lee porchlighthomecare.org	<ul style="list-style-type: none"> ▪ Private Care and Visiting Nurse Association serving all of Berkshire County ▪ Offices in Lee, Lenox and Pittsfield ▪ Apply in person or online
Premier Home Health Care Services	442-2888 55 Church Street, Pittsfield Premierhomehealthcare.com	<ul style="list-style-type: none"> ▪ Apply in person only ▪ Must have driver's license and working automobile
Springside	499-2334 255 Lebanon Ave., Pittsfield banecare.com	<ul style="list-style-type: none"> ▪ Rehabilitation & Skilled Care Center ▪ Apply in person or online ▪ Owned by Banecare
Sweet Brook	458-8127 1561 Cold Spring Road Williamstown	<ul style="list-style-type: none"> ▪ Rehabilitation & nursing home ▪ Apply online at http://sweetbrookberkshires.com, "Careers"
Timberlyn Heights	528-2650 320 Maple Avenue Great Barrington timberlynheights.com	<ul style="list-style-type: none"> ▪ Rehabilitation & Skilled Care Center ▪ Apply in person
TimberlynEast	528-3320 148 Maple Avenue Great Barrington timberlyneast.com	<ul style="list-style-type: none"> ▪ Nursing and Rehabilitation Center ▪ Apply in person or call for an application ▪ Provides CNA training at no charge
Wingate at Melbourne Place	499-1992 140 Melbourne Rd., Pittsfield	<ul style="list-style-type: none"> ▪ Assisted living community with separate Memory Care unit ▪ Apply at wingatehealthcare.com or in person

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

JOB & CAREER RELATED SUPPORT FOR INDIVIDUALS AGE 18 & OLDER

RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>STEP 1</p> <p>Get Ready</p> <p>Free classes and/or tutoring for:</p> <p>Adult Diploma</p> <p>GED/HiSET</p> <p>ESOL</p> <p>Job Readiness</p>	<p>Adult Learning Center 141 North St., Pittsfield</p> <p>Berkshire Works¹ 160 North St., Pittsfield</p> <p>Construct 41 Mahaiwe Street, Great Barrington</p> <p>Literacy Network of South Berkshire 100 Main Street, Lee</p> <p>Literacy Volunteers of Berkshire County 1 Wendell Avenue, Pittsfield</p> <p>Northern Berkshire Adult Basic Education 375 Church Street, North Adams & locations in Adams and Williamstown</p> <p>BCC's Adult Learning Program in South County² 343 Main Street, Great Barrington</p>	<p>499-9530</p> <p>499-2220, x145</p> <p>528-1985</p> <p>243-0471</p> <p>499-9487</p> <p>662-5310</p> <p>236-2174</p> <p>Build a strong base of basic skills to use throughout your lifetime with these free adult literacy programs that help you:</p> <ul style="list-style-type: none"> Gain the basic math, reading, and communication skills needed to pass the GED or HiSET <p>The Pittsfield Adult Learning Center also offers an Adult Diploma that uses a portfolio of work in lieu of testing and provides a High School diploma through the Pittsfield Public Schools.</p> <ul style="list-style-type: none"> Learn or improve English as a second language (ESOL) in a confidential setting Launch a career that leads to a living wage and includes help with career assessment, resumes, and basic job readiness skills <p>¹GED/HiSET prep for young adults only ²ESOL only</p>

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>STEP 2: BerkshireWorks Career Center</p>	<p>160 North Street Pittsfield, MA 01201 499-2220 berkshireworks.org</p>	<ul style="list-style-type: none"> ▪ Register at this state funded career center to take advantage of free support for career readiness, access and other job related services ▪ Qualified individuals may also be eligible for free job training
<p>Business Attire</p>	<p>“Suit Yourself” Boutique Goodwill Training Center 158 Tyler Street, Pittsfield 442-0061, x17 goodwill-berkshires.org</p>	<ul style="list-style-type: none"> ▪ Workplace attire and styling advice at no charge to men and women who are preparing for a job interview, entering or re-entering the workforce ▪ You must be referred for this service by a participating non-profit or government agency such as BerkshireWorks or your adult literacy provider
<p>Career Planning Educational Opportunity Center</p>	<p>141 North Street, Pittsfield 499-9531 or 281-9334</p>	<ul style="list-style-type: none"> ▪ Free help with career interest assessment and career planning ▪ Free help applying for college or vocational training programs ▪ Low income, first generation, potential college/vocational students age 19 or older are given priority but others may qualify
<p>College & Career Navigator</p>	<p>Berkshire Community College 236-1639 Shelly Armstrong sarmstro@berkshireecc.edu</p>	<ul style="list-style-type: none"> ▪ Free assistance to help low skilled, unemployed and under employed individuals get started in a career pathway at BCC ▪ Helps current or prospective BCC students overcome barriers so that they can attain industry recognized certificates and degrees leading to jobs that pay a living wage
<p>College Transition</p>	<p>Project Link at Berkshire Community College 236-2175</p>	<ul style="list-style-type: none"> • Free program for qualifying students who need to bring their skills up to college level. Includes academic help in English and math and additional support for transition to college

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

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Computer Basics	Berkshire Athenaeum 1 Wendell Avenue, Pittsfield 499-9480 x202 to register	Free classes on computer basics & software, smart phones, social media, and more. See calendar at pittsfieldlibrary.org
Emergency Financial Aid	Neighbor-to-Neighbor Fund Berkshire Taconic Community Foundation, Maeve O'Dea 229-0370	One-time emergency assistance up to \$500 for overdue utilities, medical bills, short-term housing costs or transportation problems
Financial Aid Educational Opportunity Center	141 North Street, Pittsfield 499-9531 or 281-9334	Free help applying for financial aid for college or vocational training Low income, first generation, potential college/vocational students age 19 or older are given priority but others may qualify
Support for Immigrants	Berkshire Immigrant Center* St. Stephen's Church 67 East Street Street, Pittsfield 445-4881 berkshireic.com	Resource and advocacy center for immigrants <i>*This is a new location as of July 2017</i>
Support for Young Adults Reconnect Center	150 North Street, Suite 24 Pittsfield, 997-4556 Bryan House bhouse@bcacinc.org	Free and confidential services to help young adults age 16-24 reconnect with jobs, training, and education Personalized career coaching, mentoring and other support services

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>Support for Child Care</p>	<p>Berkshire Children & Families berkshirechildren.org 448-8281 480 West Street, Pittsfield</p>	<p>Infant, toddler and pre-school programs plus after school care for older children. Sliding scale fees and funding available.</p>
	<p>Berkshire County Head Start 499-0137 berkshirehs.org</p>	<p>Childcare and early childhood education on sliding scale based on income throughout the Berkshires</p>
	<p>Berkshire Family Focus berkshirfamilyfocus.com</p>	<p>Childcare options in the Berkshires</p>
	<p>Child Care of the Berkshires ccberkshire.org 443-0676 152 North St., Pittsfield 664-3256 210 State Street in North Adams</p>	<p>Information on independently licensed family child care providers; additional resources and support for parents,</p>
	<p>Child Development & Education 499-4100 cdedu.us 99 West Street, Pittsfield</p>	<p>Helps parents find home daycare with contracted providers</p>
<p>New England Farm Worker's Council 236-5890 141 North Street, Suite 106, Pittsfield preschoolenrichmentteam.org</p>	<p>Day care vouchers for low-income parents seeking child care in Berkshire County.</p>	

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RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>Support for People with Disabilities:</p> <p>BFAIR</p> <p>Berkshire Pathways</p> <p>Berkshire Vocational Services (Meridian)</p> <p>Massachusetts Rehabilitation Commission</p>	<p>771 Church Street, North Adams, MA 01247 644-9382</p> <p>53 Eagle Street Pittsfield, MA 01201 464-7947</p> <p>141 North Street, Pittsfield, MA 448-5356, x0</p> <p>6 Clinton Ave., Pittsfield, 499-2720 37 Main Street, Suite 300, North Adams, 663-5391</p>	<p>Job readiness training for people with disabilities. Berkshire Family and Individual Resources (BFAIR)</p> <p>Career planning and job readiness skills for adults with mental illness</p> <p>Must be referred by a qualifying agency to receive employment counseling, training and placement service for people with disabilities. Will meet at various locations in Berkshire County</p> <p>Support and referrals to appropriate agencies for people with <i>physical or mental disabilities</i></p>
<p>Transportation Support</p>	<p>BRTA 499-2782 or 1-800-292-BRTA berkshirerta.com</p> <p>Mass Rides 1-800-426-6688</p>	<p>Discounted fares for students age 18 or older enrolled in a class or accredited tutoring program, berkshirerta.com</p> <p>Resource for people traveling in and around Massachusetts, including access to carpools at https://nuride.com/massrides</p>
<p>Vocational Evaluation</p> <p>Goodwill Industries of the Berkshires</p>	<p>158 Tyler Street, Pittsfield 442-0061, ext. 15 Kathy Anker goodwill-berkshires.com</p>	<p>Five day program provides written assessment of vocational abilities and potential. Must be referred by a counselor.</p>

GUIDE TO JOBS & TRAINING IN THE BERKSHIRES

The programs and services outlined in this Guide are subject to change at any time. It is recommended that anyone using this Guide contact the provider to be certain all information is up-to-date and correct.

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