

Guide To Employment and Training For Persons With Disabilities

**Developed for
the counties
of Hastings,
Prince
Edward,
Lennox &
Addington
and Frontenac**

- **General Employment Resources**
- **Summer Student Programs**
- **General Training Services**
- **Local Service Agencies for Persons with Disabilities**
- **Government Programs and Agencies**
- **Legal Services**
- **Literacy Services**
- **Other Links and Contacts**



east central ontario training board

Guide To Employment & Training For Persons With Disabilities

Developed for the counties of Hastings,
Prince Edward, Lennox & Addington and Frontenac

The East Central Ontario Training Board (ECOTB) has created this guide to assist and inform persons with disabilities about the resources available to help them access the services needed in their search for training and employment. In the pages that follow you will find information on:

- General employment resources for individuals looking for work
- General training services that may provide the education and training you need to assist in your employment goals
- Local agencies that offer employment services specifically for persons with disabilities
- Programs and agencies from the provincial and federal government that may be able to help you become employed
- Summer student programs aimed at finding summer employment for youth
- Local literacy programs
- Other useful links and contacts

ECOTB would like to stress that this is only a *guide* to some of the agencies and initiatives associated with employment and training. Much of the information contained in this guide has been obtained from various sources and documents produced by the agencies noted. As legislation and programs often change, we request that you check directly with the source noted for verification or clarification of any information provided in this guide.



TEL 613-969-0720 TOLLFREE 1-800-231-9005 FAX 613-969-0719
EMAIL ecotb@focusontraining.com WEBSITE www.focusontraining.com

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GENERAL EMPLOYMENT RESOURCES

In this section you will find information about the agencies that offer general employment services to individuals in the community. Some programs are designed specifically for persons with disabilities; others are available for anyone who requires some assistance in finding competitive employment.

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Abbott Agency Inc.

Service Boundaries: Prince Edward County, Hastings, Lennox & Addington including Bancroft, Belleville, Trenton, Madoc, Tweed and Napanee

42 Mary Street
Picton ON K0K 2T0
TEL 613 476-4240
TOLL FREE 1 877 722-2236
FAX 613 476-1231

WEBSITE:
www.abbottagency.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

232 Front Street
Belleville ON K8N 5N9
TEL 613 966-3566
TOLL FREE 1 877 722-2236
FAX 613 966-2348

WEBSITE:
www.abbottagency.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

The Career Assessment Program

takes place over a three week period. It is designed to help people with career decision making. Participants take part in interest and aptitude testing as well as self-assessment. During the 3-week program you will research the current labour market and retraining options. You will also receive job search tips and help in developing your vocational plan.

Forms you need to apply: Will be determined by the Abbott Agency on an individual basis.

Eligibility Criteria: You must be legally entitled to work in Canada.

Application Process: To apply for any of these services, contact the Abbott Agency in Picton by telephone.

Association Canadienne-Francaise de L'Ontario. Region des Mille-Iles French Employment Resource Centre

Service Boundaries: Kingston Area

Barriefield Centre, 760
Highway 15, RR 2
Kingston ON K7L 5H6
TEL 613 546-7863
TOLL FREE 1 800 561-4695
FAX 613 546 7918

WEBSITE:
www.acfomi.org

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday
8:30 am to 5:00 pm

This fully bilingual (English and French) service offers support to job seekers in the areas of employment and career counselling, job development, employment preparation, and labour market information. This service offers customized assistance to its clients. Clients seeking to access government funding for various employment programs can see counsellors who will provide them with the support to access **Ontario Job Creation Partnerships:** an employment program that provides work experience to unemployed job seekers with projects that benefit the community or local economy.

Eligibility Criteria: Be eligible for EI.

Ontario Targeted Wage Subsidies: is designed to provide on-the-job work experience to unemployed people who are eligible for EI and are experiencing difficulty in finding work. It also enables employers to hire people who face barriers to employment by offering temporary wage subsidies.

Second Career Strategy: assists recently laid off workers who require long term skills training to find work in high-skill occupations that are in demand in the local labour market. The strategy provides financial assistance based on individual need to help people with some of the costs associated with acquiring training, including tuition and books.

Ontario Skills Development Programs: provides support to unemployed people who are eligible for EI and need marketable skills in order to re-enter the labour market. The program provides financial assistance to help with some of the costs associated with training, such as tuition and books.

**Association Canadienne-Francaise de
L'Ontario. Region des Mille-Iles French
Employment Resource Centre**

Continued

Self Employment Benefits: help unemployed people start their own business by providing financial help, advice or planning a business and help as they start a business; and Apprenticeship: an on-the-job training program for people who want to work in a skilled trade or occupation and includes learning new skills from skilled journeypersons. Apprentices are paid while gaining work experience, and the wages increase with level of skill. When visiting the Resource Centre clients have access to daily newspapers, job postings, job search websites, access to computers with high speed internet, photocopier and fax machines.

Eligibility Criteria: None

Career Edge

Service Boundaries: Lennox & Addington County, Hastings County, Prince Edward County and surrounding areas

81 Dundas Street West
Trenton ON K8V 3P4
TEL 613 392-9157
HOURS OF OPERATION
Mon. to Thurs. 8:30 am to 5:30 pm, Friday 8:30 am to 4:30 pm

5 Fairway Boulevard, Unit 6,
RR 2
Bancroft ON K0L 1C0
TEL 613 332-3804
HOURS OF OPERATION
Mon. and Wed. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 pm

210A Front Street
Belleville ON K8N 2Z2
TEL 613 969-0192
FAX 613 354-4099
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

95 Advance Avenue
Napanee ON K7R 3Y5
TEL 613 354-0425
FAX 613 354-4099
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

PO Box 6260, 172 Main Street,
Unit 202
Picton ON K0K 2T0
TEL 613 476-6456
HOURS OF OPERATION
Tues. to Thurs.
8:30 am to 4:30 pm

WEBSITE:
www.careeredge.on.ca

WHEELCHAIR ACCESSIBLE

Community Employment Counselling Program (CECP) Employment consultants will work with you one-on-one to help improve your career. As a part of the CECP program, you will have access to assessment services, career counselling, career information and resources, employment preparation and planning, referrals to other employment resources, and development of return to work action plans.

Forms You Need to Apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: This program is open to everyone.

Community Resource Centre (as part of Job Connect Program) Services include job bank and job postings, access to photocopier, fax, and phone services, and computer and Internet access. Education, apprenticeship, and career information is available.

Forms You Need to Apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: None

Services included in the Job Junction program are: résumé assistance, interview preparation, job search information and transportation to interviews. You will also have access to Smart Serve, Service Excellence, and WHMIS training programs. Job Junction will arrange meetings for you with employers who are hiring.

Forms You Need to Apply: Proof of

Career Edge

Continued

residence - Proof of eligibility to work in Canada.

Eligibility Criteria: You must be between the ages of 16 and 29.

The Summer Job Service provides an opportunity for youth to get employment experience by supplying them with the information, knowledge, and skills required to obtain a job. The program refers clients to potential employers and offers résumé assistance and job postings.

Forms You Need to Apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: You must be between the ages of 15 and 24.

Application Process: Call or drop in to one of the Career Edge offices.

Appeal Process: To appeal, write the assistant director. The full appeal process is posted in the resource centres.

Career Life Management Group

Service Boundaries: Frontenac County, Leeds and Grenville United Counties and Lennox & Addington County

782 Ashley Crescent
Kingston ON K7M 4E3
TEL 613 384-2066
FAX 613 384-6221

WEBSITE:
www.careerlifemanagementgroup.ca

FEES APPLIED

HOURS OF OPERATION
Call for an appointment

Career counselling and case management services to individuals of all ages and backgrounds requiring assistance with career decision making. Extensive consulting in the development and selection of retraining education programs. Full outplacement and career transition support services to workers from all backgrounds that are seeking new employment, including self-marketing activities (resume, cover letters, interview coaching, job leads, marketing plan and ongoing work search support). Links clients and makes referrals to other service providers and agencies as required. Cyber counselling is available (no geographic boundaries) and fully accessible. Conducts transferable skills analysis for workers with and without disabilities in order to ascertain feasible occupations and/or jobs. Provides return to work mediation and negotiation services to injured workers; develops, coordinates and implements return to work programs in conjunction with health care providers, the worker and the designated employer representative.

Eligibility Criteria: Open to adults and youth 16 years and older. Must be able to pay the fee for service.

Centre de formation pour adultes La Route du Savoir

Service Boundaries: Frontenac County, Kingston, and Lennox & Addington County

711 Dalton Avenue,
Bureau 187
Kingston ON K7M 8N6
TEL 613 544-7447
FAX 613 544-0431

WEBSITE:
www.laroutedusavoir.org

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday
9:00 am to 5:00 pm

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence -support in clarifying upgrading goals and developing a training plan to achieve them. Also academic upgrading services that help individuals develop the necessary skills for entry into college-based post secondary education and training programs such as apprenticeship.

Eligibility Criteria: Ages 18 and over who are out of school and communicate in French.

Community Learning Centre - South Frontenac

Service Boundaries: South Frontenac

PO Box 127
Hartington ON K9H 1W0
TEL 613 372-2111

HOURS OF OPERATION
Monday to Thursday
9:00 am to 4:30 pm

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence - support in clarifying upgrading goals and developing a training plan to achieve them. Also, academic upgrading services that help individuals develop the necessary skills for entry into college-based post secondary education and training programs (such as apprenticeship).

Eligibility Criteria: Ages 19 years and older, special emphasis on individuals receiving social assistance through Ontario Works.

Frontenac Employment Resource Centre

Service Boundaries: Frontenac County

2779 Rutledge Road,
Taylor Plaza
Sydenham ON K0H 2T0
TEL 613 376-6592
FAX 613 376-6437

WEBSITE:
www.ferc.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday
9 am to 4:30 pm

General employment services include job search assistance, resume and cover letter development, referrals for employment, career guidance and information, training and education information, one-on-one assistance, employment reference materials, labour market information, and job postings.

Access to a service called “**Career Cruising**” is also available. Career Cruising is an interactive career resource guide that features Canadian information on over 450 occupations, a career matchmaker quiz, and resume builder tools. It also features interviews with real people in real jobs and careers. Youth Section and Pre-employment preparation for everyone. Website offers assistance on all job searching aspects. Clients can connect with this agency online and can be provided with online job search assistance, resume and cover letter. Workshops and tutorials are available.

Eligibility Criteria: None

Hastings County Ontario Works

Service Boundaries: Central Hastings, Hastings, Quinte West

56 Russell Street North
Madoc ON K0K 2K0
TEL 613 473-5258
TOLL FREE 1 800 267-0575
Intake Access Centre
1 866 414-0300
TTY 613 966-3814
FAX 613 473-1027
WHEELCHAIR ACCESSIBLE

228 Church Street
Belleville ON K8N 5E2
TEL 613 966-8032
TOLL FREE 1 800 267-0575
Intake Access Centre
1 866 414-0300
TTY 613 966-3884
FAX 613 966-4598
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

16 Dundas Street West,
Suite 100
Trenton ON K8V 6A6
TEL 613 392-1387
TOLL FREE 1 800 267-0575
Intake Access Centre
1 866 414-0300
TTY 613 966-3814
FAX 613 392-2876
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday
8:30 am to 4:30 pm

WEBSITE:
www.hastingscounty.com

Employment Start Up Benefit covers costs related to starting a job or work placement.

Employment Resource Centre

- walk in job search centre
- access to computers, Internet, fax, photocopier, telephone, resource materials, job banks, labour market information
- assistance with resumes
- referrals to job counselling and training.

Eligibility Criteria: This service is open to everyone who is 16 years and older.

Job Connect - Belleville

Service Boundaries: South Hastings County, Lennox & Addington County and Prince Edward County

54 Dundas Street East
Belleville ON K8N 1B8
TEL 613 966-0205
TOLL FREE 1 866 860-5652
FAX 613 966-6318

WEBSITE:
www.jconnect.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm Wednesday until 6:00
pm

Information and Resource Service (IRS)

- workshops, information and resources on careers and occupations, the local labour market, training opportunities and job search strategies - information on apprenticeship training and resources for internationally trained individuals seeking employment consistent with their skills and experience.

Employment Planning and Preparation (EPP)

- individual support to clarify employment needs and develop an action plan, assist with making decisions, and searching for a job.

Job Development and Placement Support (JDPS)

- placements into employment for work experience and/or on-the-job training.

Summer Jobs Service (SJS) - focuses on providing students with work experience during the summer months, and offers employers a \$2.00 per hour hiring incentive to hire students.

Students may access the **Information and Referral Service (IRS)** in Job Connect year-round to help facilitate their planning for summer employment while attending school.

Eligibility Information and Resource Service (IRS)

- walk-in community resource for anyone seeking employment and/or training.

Employment Planning and Preparation (EPP) and Job Development and Placement Support (JDPS)

- persons 16 years and older, out of school and out of work, and not receiving Employment Insurance benefits.

Summer Jobs Service (SJS) - students between the ages of 15 to 24 and up to 29 for persons with disabilities; planning to return to school in the fall; eligible to work in Canada.

Kagita Mikam Aboriginal Employment & Training Services

Service Boundaries: Tyendinaga Township

5602 Old Hwy 2, PO Box 235
Tyendinaga, Mohawk Territory
ON K0K 3A0
TEL 613 962-3103
TOLL FREE 1 800 862-5962
FAX 613 962-6733

WEBSITE:
www.kagitamikam.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Kagita Mikam was established to deliver employment and training programs and services to Aboriginal people in Eastern Ontario. Kagita Mikam endeavours to ensure actions are taken to improve the recruitment, training and employment of Aboriginal people. This is achieved by increasing the skill levels of Aboriginal people.

Eligibility Criteria: Contact office

Katarokwi Native Friendship Centre

Service Boundaries: Kingston Area

50 Hickson Avenue
Kingston ON K7K 2N6
TEL 613 548-1500
FAX 613 548-1847

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Tuesday to Saturday variable
hours -phone first

Provides services that promote the enhancement of economic, social and personal prospects. Services include literacy and tutoring programs.

Eligibility Criteria: Open to 15-24 years. You do not have to be of Aboriginal ancestry to participate.

KEYS Employment Services - Employment Assistance Programs

Service Boundaries: Frontenac County , and Leeds and Grenville United Counties

182 Sydenham Street
Kingston ON K7K 3M2
TEL 613 546-5559
TTY 613 546-0511
FAX 613 546-9592

WEBSITE:
www.keys.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:15 pm

KEYS career planning and employment counselling services for job seekers of all ages

- barriers to employment explored and action plan developed and implemented
- job search support
- referral to appropriate employment service or retraining programs such as:

Ontario Job Creation Partnerships: an employment program that provides work experience to unemployed job seekers with projects that benefit the community or local economy.

Eligibility Criteria: Be eligible for EI

Ontario Targeted Wage Subsidies: is designed to provide on-the-job work experience to unemployed people who are eligible for EI and are experiencing difficulty in finding work. It also enables employers to hire people who face barriers to employment by offering temporary wage subsidies; Self-employment benefits.

Ontario Skills Development Programs: provides support to unemployed people who are eligible for EI and need marketable skills in order to re-enter the labour market. The program provides financial assistance to help with some of the costs associated with training, such as tuition and books.

Self Employment Benefits: help unemployed people start their own business by providing financial help, advice or planning a business and help as they start a business.

Eligibility Criteria: Contact office for further information.

Kingston Military Family Resource Centre Inc. - Career Centre

Service Boundaries: Kingston Area

Batoche Community Centre, 32
Lundy's Lane
Kingston ON K7K 5G3
TEL 613 541-5010, ext. 4604
FAX 613 541-4474

WEBSITE:
www.kmfrc.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: fees for some
services

HOURS OF OPERATION
Monday to Thursday 8:00 am
to 4:30 pm

Bilingual employment assistance services
- offers job search & resume consultation,
workshops, training/education information,
interview preparation and local labour
market information
- offers individual job search coaching/
counselling by appointment.

Eligibility Criteria: Must be a spouse or
youth of a military member or reservist.

META Vocational Services

Service Boundaries: Hastings County, Lennox & Addington County and Prince Edward County

Bayview Mall, 470 Dundas
Street East
Belleville ON K8N 1G1
TEL 613 967-9572
TOLL FREE 1 888 401-9636
FAX 613 966-7357

WEBSITE:
www.metavocational.com

PUBLIC TRANSIT:
Belleville - Yes
Trenton - No
Picton - No
Napanee - No

WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday to Friday 8:30 am to
2:30 pm

Job Finding Club is a 3 week program with Certified Job Club counsellors who will help you with the skills needed to effectively job search. Includes phone calls, office supplies, computers, resume writing, interview techniques. Club provided every month in Belleville. Club meets in Trenton one month, Napanee the next, Picton the next and back to Trenton. Also offers career planning, vocational assessment and job search assistance.

Eligibility Criteria: Contact service for details.

MFC Practice Firm

Service Boundaries: Kingston Area

629 Division Street
Kingston ON K7K 4B7
TEL 613 530-1077, ext 117
FAX 613 530-2448

WEBSITE:
www.modecanadafashion.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 9:15 am to
4:15 pm

The Kingston Practice Firm is designed to provide skilled, unemployed individuals with an opportunity to gain practical work experience in a simulated business environment. Positions available resemble those in a typical business setting and include: administration, reception, sales, marketing, accounting, purchasing, human resources, project management, web design, graphic arts, computer technician, network administration, and computer programming.

Eligibility Criteria: Call for an interview.

Northern Frontenac Community Services Corp.

Service Boundaries: Frontenac County

1020 Elizabeth Street
Sharbot Lake ON K0H 2P0
TEL 613 279-3151
FAX 613 279-2565

WEBSITE:
www.nfcs.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Provides career counselling, work search and labour market information for the area. Various services related to job seeking are available including assistance with employment transition, needs assessments, career decision making, return-to-work action plan.

Northern Lights Canada - Quinte Employment Resource Centre

Service Boundaries: South and Central Hastings County, Prince Edward County, Lennox and Addington County

183 Pinnacle Street
Belleville ON K8N 3A5
TEL 613 969-7423
FAX 613 969-9593

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE:

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

The Armoury,
206 Main St, Unit 1A
Picton ON K0K 2T0
TEL 613 476 4261
FAX 613 476-5195

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

72A Dundas Street East
Napanee ON K7R 1H9
TEL 613 354-1166
FAX 613 354-2588

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

WEBSITE:
www.employmentresources.ca

Offers FREE resources for job seekers. Services available include: access to word processors and internet job banks, fax machines, copiers, telephones, labour market information, business directories, and local newspapers, educational and other resource information, community referrals, resume and cover letter assistance, mock interviews, portfolio development and other job search strategy sessions including one-on-one personal assistance upon request. Drop in or call for more information.

Eligibility Criteria: None

Quinte West Public Library-Employment & Career Resource Centre

Service Boundaries: Quinte West

7 Creswell Drive
Trenton ON K8V 6X5
TEL 613 394-3381, ext. 3327
FAX 613 394-5812

WEBSITE:
www.library.quintewest.com

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday 9:30 am to 5:00 pm,
Tuesday and Wednesday 9:30
am to 8:00 pm, Thursday and
Friday: 9:30 am to 6:00 pm,
Saturday 9:30 am to 4:00 pm

Free, one-to-one job search assistance help in writing effective resumes and cover letter, and extensive employment resources. Full access to computers with internet, telephone, fax, photocopier, scanner, job boards and newspapers.

Eligibility Criteria: Make an appointment for personal assistance or drop in anytime.

QUIS Quinte United Immigrant Service

Service Boundaries: Hastings County and Prince Edward County including East to Napanee and West to Colbourne

Box 22141, 41 Octavia Street,
3rd Floor
Belleville ON K8N 5V7
TEL 613 968-7723, ext. 27
FAX 613 968-2597

WEBSITE:
www.quis-immigration.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Call for an appointment

Newcomer Employment Resource Centre which provides pre-employment support on effective job search skills with the goal of helping you enter the workforce. We also offer translation services that include Face-to Face interpretation, Telephone Interpreting, Message Relay, and Document Translation.

Eligibility Criteria: People who are immigrants, refugees, unemployed, out of school and legally allowed to work in Canada.

Shawn Susan Doyle & Associates

Service Boundaries: Hastings County, Prince Edward County, Lennox & Addington County and Frontenac County

PO Box 22002, 227 Front
Street
Belleville ON K8N 5V7
TEL 613 966-7197

WEBSITE:
www.reachingouttowomen.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: Fee for
service funding agencies and
partnerships

HOURS OF OPERATION
Call for an appointment

The Prior Learning Assessment & Recognition (PLAR) process makes it possible for people with disabilities to become familiar with the learning they have obtained through their life experience. This learning and resulting skills can be applied to personal growth, employment and or educational goals. PLAR programs are facilitated one-to-one or by group in an adult learning friendly non-judgemental safe environment.

Eligibility Criteria: Interested individuals and or community service providers are invited to an information consultation and PLAR overview.

Skebo & Associates Inc.

Service Boundaries: Kingston Area

400 Elliott Avenue, Unit 11
Kingston ON K7K 6M9
TEL 613 545-0244
FAX 613 545-9814

WEBSITE:
www.skebo.net

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 9:00 am
to 4:00 pm, Friday 9 am to 12
pm

Ontario Self Employment Benefit

Program: the program consists of an intensive four week business skills course, followed by four additional weeks of business coaching to help the participant develop a business plan to successfully open their own business. If your business plan predicts a viable business, given your personal circumstances, then you as the participant may receive up to 32 more weeks of income support and business counselling as required.

Eligibility Criteria: Be a recipient of EI Benefits.

Small Business Centre

Service Boundaries: Hastings County and Prince Edward County

284B Wallbridge Loyalist Road,
Box 610
Belleville ON K8N 5B3
TEL 613 961-0590
FAX 613 961-7999

WEBSITE:
www.smallbusinessctr.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm (closed between 12
and 1)

Canadian Youth Business Foundation Loan Program:

Self Employment - Loans of up to \$15,000 are available for training and ongoing support to young entrepreneurs who wish to start their own independent business.

Eligibility Criteria: You must be 18 to 29 years old and ready to pursue a full time career as an entrepreneur. Summer Company: for ages 15 to 29, is a program offering financial aid to start and run a business. Offers assistance with developing business plan.

St Lawrence College Kingston Campus-Job Connect

Service Boundaries: Frontenac County, North to Sharbot Lake south to Kingston Area

100 Portsmouth Avenue,
Suite 11180
Kingston ON K7L 5A6
TEL 613 544-5400
FAX 613 545-3903

WEBSITE:
www.
jobconnectstlawrencecollege.
ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday, Tuesday, Thursday
and Friday 8:30 am to 4:30 pm,
Wednesday 8:30 am to 6:00
pm

Three service components tailored to meet individual needs:

Information and Resource Service (IRS)

- workshops, information and resources on careers and occupations, the local labour market, training opportunities and job search strategies, information on apprenticeship training and resources for internationally trained individuals seeking employment consistent with their skills and experience.

Employment Planning and Preparation

(EPP) - individual support to clarify employment needs and develop an action plan, assist with making decisions, and searching for a job.

Job Development and Placement Support

(JDPS) - placements into employment for work experience and/or on-the-job training.

Also offers **Summer Jobs Service (SJS)**.

Work Enterprise Centre

Service Boundaries: North Hastings County

PO Box 1941
Bancroft ON K0L 1C0
TEL 613 332-9916
FAX 613 332-5470

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

The goal of the Work Enterprise Centre is to link local people with work opportunities. The **Temporary Work Service** offers around-the-house and workplace services to employers. Each employee is covered by WSIB. This service also benefits employers because the Work Enterprise Centre handles all aspects of payroll as well as personnel recruitment, screening and orientation.

Eligibility Criteria: None

Youth Habilitation Quinte

Service Boundaries: Hastings County, Northumberland County and Prince Edward County

210 A Front Street
Belleville ON K8N 2Z2
TEL 613 969-0830

WEBSITE:
www.youthab.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday to Thursday 8:30 am
to 5:30 pm, Friday 8:30 am to
4:00 pm.

Under the Youthab umbrella of services are the **Career Edge Employment Programs, Community Employment Counselling Program (CECP)**

Employment consultants will work with you one-on-one to help improve your career. As a part of the CECP program, you will have access to assessment services, career counselling, career information and resources, employment preparation and planning, referrals to other employment resources, and development of return to work action plans.

Forms you need to apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: This program is open to everyone.

Community Resource Centre (as part of Job Connect Program) Services include job bank and job postings, access to photocopier, fax, and phone services, and computer and Internet access. Education, apprenticeship, and career information is available.

Forms you need to apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: None.

Services included in the **Job Junction** program are: résumé assistance, interview preparation, job search information and transportation to interviews. You will also have access to Smart Serve, Service Excellence, and WHMIS training programs. Job Junction will arrange meetings for you with employers who are hiring.

Youth Habilitation Quinte

Continued

Forms you need to apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: You must be between the ages of 16 and 29.

The Summer Job Service provides an opportunity for youth to get employment experience by supplying them with the information, knowledge, and skills required to obtain a job. The program refers clients to potential employers and offers résumé assistance and job postings.

Forms you need to apply: Proof of residence - Proof of eligibility to work in Canada.

Eligibility Criteria: You must be between the ages of 15 and 24.

Application Process: Call or drop in to one of the Career Edge offices.

Appeal Process: To appeal, write the assistant director. The full appeal process is posted in the resource centres. In addition to the employment programs there are the Community Mental Health Counselling Program and three very specific Housing Programs: the Transition Home Program, Cooperative Housing, and the Hastings Housing Resource Centre Program.

SUMMER STUDENT PROGRAMS

Summer Student Programs are intended to help secondary school, college, and university students find summer employment. Many of these programs provide wage subsidies to employers to encourage them to hire students. These work experiences may help students achieve competitive employment when they finish school and enter the workforce.

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Service Canada-Summer Work Experience Program

Service Boundaries: Frontenac County, Hastings County, Prince Edward County and Lennox and Addington County

182 Sydenham Street
Kingston ON K7K 3M2
TEL 613 546-5559, ext. 353
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 905 333-9262
PUBLIC TRANSIT
HOURS OF OPERATION
May to August Monday to
Friday 8:30 am to 4:00 pm

299 Concession Street
Kingston ON K7K 2B9
TEL 613 545-8559
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 545-8808
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

50 Dundas Street West
Trenton ON K0L 1C0
TEL 613 392-6531
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 392-6148
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

WEBSITE:
www.servicecanada.ca

Summer Work Experience helps secondary and post-secondary students find summer jobs by offering wage subsidies to employers who hire them. The wage subsidies allow employers to create career-related summer jobs for students. Summer Work Experience allows students to acquire skills, increase their work experience, and earn money to pay for school. Employers who hire students with disabilities receive special provisions. Service Canada Summer Student Offices are located province-wide and open from May to August. Their purpose is to help students find jobs by providing one-to-one resume and job search assistance.

Eligibility Criteria: You are a secondary or post-secondary student and are returning to full-time studies in the fall:

- you are a student between the ages of 15 and 30
- you are legally entitled to work in Canada
- you are eligible to receive wage subsidies if you are an employer with a business, organization, public health and educational institution, band/tribal council, or municipal government.

Services Canada-Summer Work Experience Program

Continued

5 Fairway Boulevard, RR 2
Bancroft ON K0L 1C0
TEL 613 332-2528
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 332-5517
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

1 North Front Street
Belleville ON K8P 5G9
TEL 613 969-3350
TOLL FREE 1 800 935-5555
TTY 1 800 926-9105
FAX 613 969-3347
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

2 Dairy Avenue
Napanee ON K7R 3T1
TEL 613 354-3367
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 354-3728
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

206 Main Street
Picton ON K0K 2T0
TEL 613 476-3227
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 476-8569
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

Service Canada-Canada Summer Jobs

Service Boundaries: Frontenac County, Prince Edward County, Lennox and Addington County, Hastings County

182 Sydenham Street
Kingston ON K7K 3M2
TEL 613 546-5559
ext. 353
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
PUBLIC TRANSIT

206 Main Street
Picton ON K0K 2T0
TEL 613 476-3227
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 476-8569

2 Dairy Avenue
Napanee ON K7R 3T1
TEL 613 354-3367
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 354-372

50 Dundas Street West
Trenton ON K0L 1C0
TEL 613 392-6531
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 392-6148

WEBSITE:
www.servicecanada.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Canada Summer Jobs is an initiative of the Summer Work Experience Program. It provides funding for not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create high-quality summer job opportunities for students between the ages of 15 and 30. Canada Summer Jobs is about: providing work experiences for students, - supporting organizations, including those that provide important community services, - recognizing that local circumstances, community needs and priorities vary widely.

GENERAL TRAINING SERVICES

Some local colleges and other training institutions offer specialized programs that prepare individuals for future careers. Some may also have services that are designed specifically to assist persons with disabilities in accessing training and successfully completing education programs.

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Academy of Learning

Service Boundaries: Hastings County, Prince Edward County, Kingston Area

470 Dundas Street East
Unit 16
Belleville ON K8N 1G1
TEL 613 967-8973
FAX 613 967-4642

WEBSITE:
www.academyoflearning.com

PUBLIC TRANSIT
FEES APPLIED: You may qualify for tuition funding assistance if you have a disability that is a barrier to employment

HOURS OF OPERATION
By appointment

234 Concession St.
Suite 204
Kingston ON K7K 6W6
TEL 613 544-8973
FAX 613 544-8980

WEBSITE:
www.academyoflearning.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: You may qualify for tuition funding assistance if you have a disability that is a barrier to employment

HOURS OF OPERATION
Monday to Friday 8:30 am to 4:00 pm

Private College. This college offers academic and skills upgrading, career counselling, testing, employment preparation and assistance, job search and self employment initiatives programs: Office Administration, Health Care, Customer Service, Accounting, Business Administration, Marketing, Hospitality, and Information Technology.

Eligibility Criteria: Ages: 18 - 75 years. Admission requirements for Ministry approved programs include a Grade 12 diploma or equivalent or Mature student status for which CAST testing is offered by Academy of Learning.

Art and Technique Academy of Hairstyling and Esthetics

Service Boundaries: Hastings and Prince Edward Counties

292 Front Street
Belleville ON K8N 2Z9
TEL 613 8490 or 613 962-7702

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Art & Technique Academy of Hairstyling and Esthetics is registered and approved as a Private Career College under the Private Career Colleges Act. It offers several diploma programs as well as Certificates in Spa Treatments, Hairstyling, Esthetics and Electrolysis. The class sizes are small guaranteeing personalized attention to the students.

Beauty Academy-Kingston

Service Boundaries: Frontenac County and Lennox & Addington County

1300 Bath Road
F5 Frontenac Mall
Kingston ON M6A 3B4
TEL 613 546-6222

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Beauty Academy is registered as a Private Career College with the Ministry of Training, Colleges and Universities under the Private Career Colleges Act. It operates in three locations in Ontario; Pembroke, Ottawa and Kingston. The institution also helps students prepare for taking the ministry examinations and getting the license to practice.

Canadian School of Natural Nutrition-Kingston

Service Boundaries: Frontenac County, Lennox & Addington County

675 Arlington Park Place
Unit A
Kingston ON K7M 7E4
TEL 613 384-3848

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Canadian School of Natural Nutrition is accredited by the Private Career Training Institution Agency in British Columbia and is approved by the International Organization of Nutritional Consultants.

Crossroads Training Academy

Service Boundaries: Hastings County and Prince Edward County, Frontenac County and Lennox & Addington County

888 Wallbridge-Loyalist Road
Belleville ON K8N 4Z5
TOLL FREE 1 888 282-6605 or
1 888-282-6605
FAX 613 389-1998

FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

1525 Centennial Drive
Kingston ON K7L 4V2
TEL 613 389-6000
TOLL FREE 1 888 282-6605
FAX 613 389-1998

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Crossroads Training Academy offers training in professional driving. It's driving courses offer extensive training both inside the classroom and inside the vehicle. It offers lifetime placement assistance to its students.

Job Connect - Bancroft

Service Boundaries: North Hastings County

PO Box 10
195 Hastings Street North
Bancroft ON K0L 1C0
TEL 613 332-1743, ext. 224
FAX 613 332-4773

WEBSITE:
www.loyalistcbancroft.com

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION

Information and Resource Service (IRS)

- workshops, information and resources on careers and occupations, the local labour market, training opportunities and job search strategies - information on apprenticeship training and resources for internationally trained individuals seeking employment consistent with their skills and experience.

Employment Planning and Preparation (EPP)

- individual support to clarify employment needs and develop an action plan, assist with making decisions, and searching for a job.

Job Development and Placement Support (JDPS)

- placements into employment for work experience and/or on-the-job training.

Summer Jobs Service (SJS)

- focuses on providing students with work experience during the summer months, and offers employers a \$2.00 per hour hiring.

Information and Resource Service (IRS)

- walk-in community resource for anyone seeking employment and/or training.

Employment Planning and Preparation (EPP) and Job Development and Placement Support (JDPS)

Eligibility Criteria: Persons 16 years and older, out of school and out of work, and not receiving Employment Insurance benefits. Summer Jobs Service (SJS) students between the ages of 15-24, up to 29 for persons with disabilities; planning to return to school in the fall; eligible to work in Canada.

Job Connect - Career Edge

Service Boundaries: Bancroft, Belleville, Trenton, Picton, Napanee, and surrounding areas

81 Dundas Street West
Trenton ON K8V 3P4
TEL 613 392-9157

WEBSITE:
www.careeredge.on.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30 am
to 6:00 pm Friday 8:30 am to
4:30 pm

The Job Connect Wage Subsidy Program is available through Loyalist College and Career Edge. Funded by the Ministry of Training, Colleges and Universities, the program provides wage subsidies to employers to encourage them to hire young people.

The Summer Job Service provides an opportunity for youth to get employment experience by supplying them with the information, knowledge, and skills required to obtain a job. The program refers clients to potential employers and offers résumé assistance and job postings.

Job Connect-Community Living Prince Edward

Service Boundaries: Prince Edward County

67 King Street, Unit #1
PO Box 2409
Picton ON K0K 2T0
TEL 613 476-6038
FAX 613 476-2868

WEBSITE:
www.clpe.on.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30
am to 4:30 pm Call for an
appointment

CLPE's Students at Work program provides high school students 16-21 years of age with both paid and valuable volunteer work experience during the summer months.

Eligibility Criteria: You must have an intellectual disability.

Job Connect-Kingston

Service Boundaries: Frontenac County

St. Lawrence College
100 Portsmouth Avenue
Kingston ON K7L 5A6
TEL 613 544-5400, ext. 1674
FAX 613 545-3903

WEBSITE:
www.jobconnectstlawrencecollege.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30 am
to 4:30 pm Friday 8:30 am to
4:00 pm

The Job Connect Program is designed to assist qualified job seekers in finding meaningful employment.

Eligibility Criteria: 16 years or older; out of school and work; not receiving EI benefits.

Kingston Learning Centre

Service Boundaries: Frontenac County and Lennox & Addington County, Hastings County and Prince Edward County

742 Arlington Park Place
Kingston ON K7M 8H9
TEL 613 384-6194
TOLL FREE 1 888 732-0326
FAX 613 384-9459

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

301 MacDonald Avenue
Belleville ON K8N 3Z3
TOLL FREE 1 888 732-0326

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Founded in 1982, Kingston Learning Centre offers a wide array of courses in 15 key industry segments including accounting, legal administration, health care and dental programs, education assistance program, tourism and hospitality, design and technology, website designing and pharmacy technician program. The classes are small in size which enable instructors to give personalized attention.

Liaison College-Kingston

Service Boundaries: Frontenac County, and Lennox & Addington County

28 Bath Road
Kingston ON K7L 1H4
TEL 613 531-9333
FAX 613 531-9843

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Liaison College is based in the province of Ontario and was established in 1996. It offers a range of culinary and chef diploma programs and is a member of the Canadian Chef Educators Association and the Canadian Federation of Chefs and Cooks. It is also recognized as a Private Vocational School.

Limestone District School Board

Service Boundaries: Lennox & Addington County, South Frontenac

33 Advance Avenue
Napanee ON K7R 3Y5
TEL 613 354-1549

WEBSITE:
www.limestone.on.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 9:00 am
to 12 pm

Loyalist Collegiate &
Vocational Institute
153 Van Order Drive
Kingston ON K7M 1B9
TEL 613-546-5575, ext. 143
FAX 613 546-0177

WEBSITE:
www.limestone.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Limestone Communication Education

- Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence. Support in clarifying upgrading goals and developing a training plan to achieve them. Also academic upgrading services that help individuals develop the necessary skills for entry into college-based post secondary education and training programs.

Eligibility Criteria: Contact staff for further information.

A resource centre for students from the Limestone School Board. Offers the **Ontario Youth Apprenticeship Program (OYAP):** School-to-work transition program offered through Ontario secondary schools where full-time students in grades 11 and 12 earn cooperative education credits and can become registered apprentices allowing them to graduate at the end of grade 12 with their OSSD and a portion of their apprenticeship program already completed.

Co-op Diploma Apprenticeship

Program: A college diploma program and apprenticeship training leading to a Certificate of Qualification - participants must meet all eligibility criteria for both the college diploma program as well as the apprenticeship training.

Loans for Tools: Offers newly registered apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered.

Apprenticeship Scholarship: Offers a

Limestone District School Board

Continued

\$1,000 apprenticeship scholarship for youth who have completed their academic upgrading, are employed, and are registered as apprentices - participants must be under 25 years of age, have left school before completing the necessary academic requirements for registering in a trade, and be committed to achieving the necessary academic requirements within one year.

Eligibility Criteria: Be enrolled as a student.

Marvel Schools-Kingston School of Hairstyling

Service Boundaries: Frontenac County and Lennox & Addington County

1201 Division Street
Unit 3
Kingston ON K7K 6X4
TEL 613 546-3106
FAX 612 546-0029

**PUBLIC TRANSIT
FEES APPLIED**

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Marvel Schools has 22 campuses in various Canadian cities. The Marvel Schools offer courses in esthetics, hair and makeup. The Esthetics course offered by the college is accredited by the international beauty chain Cidesco. A diploma from the Marvel Schools helps students find jobs in the beauty and fashion industry and even teaches them the skills to run their own salons.

Maxwell College

Service Boundaries: Hastings County and Prince Edward County

270 Front Street
Belleville ON K8N 5V7
TEL 613 962-7846
FAX 613 962-6192

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Maxwell College of Advanced Technology trains students in dental assistance, dental hygiene, personal support, community service, early child care assistance, and personal support. The courses are recognized under the Private Career College Act. Students can take advanced courses to specialize in palliative care, crisis intervention and cognitive mechanics, among others.

North American Transport Driving Academy

Service Boundaries: Frontenac County and Lennox & Addington County

1044 Gardiners Road
Kingston ON K7P 1R7
TEL 613 634-8881, ext. 222
TOLL FREE 1 888 663-5272

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

North American Transport Driving Academy provides courses for becoming commercial drivers. It trains students in small classes and keeps its equipment, curriculum and staff up-to-date. Its graduates soon find placements due to its relationship with Westchester Staffing Group Ltd.

Transport Safety and Compliance Systems- Belleville

Service Boundaries: Hastings County and Prince Edward County

107B Bellevue Drive
Belleville ON K8N 4Z5
TEL 613 967-1428

FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Transport Safety and Compliance Systems Inc. offers the most exhaustive truck driver training to its students. The training is a judicious mixture of theory and practical training. All training is by certified professional trainers. To ensure that the training is effective, the college operates from working trucking yards, which provide real life experience for the students.

Transport Training Centres of Canada

Service Boundaries: Hastings County and Prince Edward County, Frontenac County and Lennox & Addington County

111 Adam Street
The Mezzanine
Belleville ON K8N 5K3
TEL 613 771-0973
TOLL FREE 1 800 708-3904
FAX 613 771-0976

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

1381 Midland Avenue
Number 10
Kingston ON K7P 2W5
TEL 613 634-1554
TOLL FREE 1 800 451-0413
FAX 613 634-8029

PUBLIC TRANSIT
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Transport Training Centres of Canada is one of the leading training colleges of Canada. It is registered under the Private Career Colleges Act, 2005. The college trains you to work as a professional driver. The instructors are highly competent and they train you using real life scenarios. The college may offer financial assistance for your training.

LOCAL SERVICE AGENCIES FOR PERSONS WITH DISABILITIES

This section provides information about local service agencies that are available specifically for individuals with disabilities. If you are looking for training or employment, and you are an individual with a disability, a local agency may be able to help you.

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Belleville Freedom Support Centre

Service Boundaries: Belleville and South Hastings

C3 350 Front Street
Belleville ON K8N 5M5
TEL 613 969-1772
TOLL FREE 1 877 347-7337
FAX 613 969-1850

WEBSITE:
www.mhsn.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 10:00 am to
2:00 pm

Part of Mental Health Support Network, one of six support centres run by and for people with mental health issues, services include peer support, education, activities, advocacy, employment/volunteer, and resources, provides a monthly supper, all programs are determined by the people who attend* no referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 +
The toll free line can be used by anyone in the South East. It will route the caller to their closest support centre.

Canadian Hearing Society - Kingston Regional Office

Service Boundaries: Southeastern Ontario

Frontenac Mall
1300 Bath Road D4
Kingston ON K7M 4X4
TEL 613 544-1927
TTY 613 544-2765
FAX 613 544 1975

WEBSITE:
www.chs.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: some fees
may apply

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Offers counselling, referrals, hearing care counselling and communication devices to hard of hearing and deaf individuals. Coordinates sign language classes and sign language interpreting services.

Canadian Hearing Society-Belleville

Service Boundaries: Hastings County, Lennox & Addington County and Prince Edward County

Bayview Mall
470 Dundas Street East
Unit 51
Belleville ON K8N 1G1
TEL 613 966-8995
TOLL FREE 1 866 922-5667
TTY 613 966-7381
FAX 613 969-8294

WEBSITE:
www.chs.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 9:00 am to
5:00 pm

Services include career development, communication strategies for deaf, deafened or hard of hearing as well as education regarding hearing loss to employers, job search training, interview preparation, help with written English, employment supports, assistance with job accommodation, cultural supports, sign language interpreters, resume and cover letter assistance, job development.

Eligibility Criteria: You must be deaf, deafened or hard of hearing, you must be at least 16 years of age, you must be out of school, you must be out of work.

Application Process: Call the CHS office to schedule an appointment with an Employment Consultant. He or she will determine if you meet the eligibility criteria.

Canadian Mental Health Association

Service Boundaries: Hastings County and Prince Edward County

Suite 530-199 Front Street
Belleville ON K8N 5H5
TEL 613 969-8874
FAX 613 969-8294

WEBSITE:
www.hastings-cmha.org

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Assists people with a serious mental illness or people with mental health issues to obtain competitive employment through setting out a goal plan, assistance with resume writing, interview techniques, job search and employment support.

Eligibility Criteria: Must be 16 years and up.

Canadian Mental Health Association - Routes to Work Program

Service Boundaries: Frontenac County

6 Ordnance Street
Kingston ON K7K 5T9
TEL 613 543-7027
FAX 613 549-7098

WEBSITE:
www.kingston.org/cmha

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Call for an appointment

The **Routes To Work Program** will work with people who are dealing with a mental illness and who are interested in obtaining and maintaining meaningful employment in Kingston and surrounding area. Each participant will receive one on one support from the Employment Support Worker where they will create an Employment Action Plan to help them achieve their employment goals. This program is based on an individualized approach.

Eligibility Criteria: 15 years of age, cannot be receiving Employment Insurance, must be legally entitled to work in Canada and must self-identify with a mental illness.

Canadian Paraplegic Association Ontario

Service Boundaries: Eastern Ontario - South; Prescott, Smiths Falls, Northumberland County and all areas in between.

772 Blackburn Mews
Kingston ON K7P 2N7
TEL 613 547-1391
TOLL FREE 1 866 220-7539
FAX 613 547-1393

WEBSITE:
www.cpaont.org

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Call for an appointment

Services and programs to assist persons with spinal cord injuries (SCI) and mobility impairments. Services include: assisting individuals to identify and obtain suitable employment consistent with their abilities. Open to people & their families with spinal cord injuries or mobility impairment.

Canadian Institute for the Blind

Service Boundaries: Hastings County, Prince Edward County, Frontenac County

11 Victoria Avenue
Belleville ON K8N 1Z5
TEL 613 966-8833
TOLL FREE 1 899 842-9071
FAX 613 966-2731

WEBSITE:
www.cnib.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday - Thursday 8:30am to
4:30pm (by appointment only)

826 Princess Street
Kingston ON K7L 1G3
TEL 613 966-8833, Ext 5002
TTY 613 542-4975
FAX 613 542-8639

WEBSITE:
www.cnib.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm (by appointment only)

Vocational Coordination helps clients with their employment planning, including the identification of training and educational opportunities. Referral to a community service agency is made when necessary.

Eligibility Criteria: Services are limited to those with visual impairments.

Community Living

Service Boundaries: Northumberland County, Kingston Area, Lennox and Addington County, Frontenac County, Prince Edward County, Hastings County

99 Centre Street
Campbellford ON K0K 1L0
TEL 705 653-1821
FAX 705 653-5738
WEBSITE:
www.communitylivingcampbellford.com
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

1412 Princess Street
Kingston ON K7M 3E5
TEL 613 546-6613, ext 260
FAX 613 546-0436
WEBSITE:
www.communitylivingkingston.org
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: None for
Employment Services
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 4:30 pm

99 Richmond Boulevard
Napanee ON K7R 3S3
TEL 613 354-2185
FAX 613 354-0815
WHEELCHAIR ACCESSIBLE:
FEES APPLIED: for some
services
HOURS OF OPERATION
Mon. to Thurs. 8:30 am to 4:00
pm, Friday 8:30 am to 2:00 pm

Campbellford Office Supplies and More:
This is an office supplies store that is operated by a group of individuals with intellectual disabilities who work together to make daily operating decisions. The Association provides support as required.

The Job Zone: Offers a number of services to the Campbellford community that include lawn and garden maintenance, delivery services, home and office cleaning and a variety of other services.

Eligibility Criteria: You must have a intellectual disability, you will need to complete an intake interview and assessment at the Community Living Campbellford-Brighton offices.

Community Living **Kingston** Employment Services are designated for persons with various disabilities under the **ODSP Employment Supports Program**. Services include: ODSP Employment Supports and Pre-Employment Skills Program.

Lennox and Addington: Offers day support and employment services.

Eligibility Criteria: Open to adults 18 years and older with developmental and/or physical disabilities who are in receipt of Ontario Disability Support Program (ODSP) benefits. Referral from family physician or service provider required.

Community Living

Continued

1025 Elizabeth Street
PO Box 76
Sharbot Lake ON K0H 2P0
TEL 613 270-3731
FAX 613 279-3732
WHEELCHAIR ACCESSIBLE
FEES APPLIED: for some
services
HOURS OF OPERATION
Monday to Friday 8:30 am to
4:00 pm

67 King Street, Unit #1
PO Box 2409
Picton ON K0K 2T0
TEL 613 476-6038
FAX 613 476-2868
WEBSITE: www.clpe.on.ca
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm (by appointment only)

North Fontenac: Helps developmentally challenged adults in North Frontenac.

Services include:

- life skills training,
- supported community employment opportunities, and job coaching.

Eligibility Criteria: You must have an intellectual disability.

Prince Edward County: Programs include:

Supported Employment & Training:

This program supports people with preparing for and maintaining competitive employment. Support includes employment preparation and planning, skill inventories, skill development, job searching, resume writing, interview preparation, job coaching and on-going employer support. On-the-Job training is facilitated through a variety of co-op and volunteer work placements in the community. Courses are offered on topics such as Safety in the Workplace, WHIMIS (Workplace Hazardous Material Information Systems), Back Care, Keeping Your Job, Making a Good First Impression.

Youth In Transition Services: This program provides supports and services to youth 14 to 28 years of age as they prepare for the transition from high school to living and working in the community. As part of transition planning, students are also supported to link with funding supports such as SSAH (Special Services at Home); and employment supports such as ODSP and Job Connect.

Community Living

Continued

52 Lafferty Road
Trenton ON K8V 5P7
TEL 613 394-2222
TOLL FREE 613 394-0381
WEBSITE: www.clqw.ca
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Monday to Friday 8:30 am to
4:00 pm

Quinte West: The Passport Initiative:

Provides opportunities for individuals who have a developmental disability and who have left school to find more ways to participate in their community. Participants can receive funding for activities that encourage their personal development and help them achieve their potential.

Eligibility Criteria: Have a developmental disability; have left school; have been waiting for service and are in need of community participation supports; are not receiving ODSP Employment Supports. Priority will be given to applicants who are living at home with their families.

The Transitional Aged Youth Program:

Is to prepare individuals with intellectual disabilities between the ages of 14 and 21 with life skills they will need to transition from high school to the community. These life skills may include job searching, employment skills, participating in recreational activities, and applying for funding.

Community Visions & Networking

Service Boundaries: Hastings County and Prince Edward County

265 Charles Street
Belleville ON K8N 3M7
TEL 613 966-8484
TTY 613 966-8547
FAX 613 966-0724

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Services and supports for individuals who are disabled, deaf, hard of hearing or have a communication difficulty. Supports include employment, medical, social, recreational, financial, education, planning, in-home and community networks.

Eligibility Criteria: Application and a needs assessment form and referrals are required.

Continuing On In Education

Service Boundaries: Hastings County and Prince Edward County

249 William Street
Sears Unity Place
Belleville ON K8N 3K4
TEL 613-962-8350
FAX 613 962-5171

WEBSITE:
www.continuingonineducation.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am -
3:30 pm Tuesdays 3:30 pm to
8:00 pm Saturdays 10:00 am to
3:00 pm

A specialized literacy, numeracy and living skills day program for adults with physical and/or intellectual disabilities. The program promotes a variety of opportunities encompassing socialization and community participation. An after hours program called OWL is also available.

Eligibility Criteria: Must be 21 years of age or older.

Easter Seals - Kingston

Service Boundaries: Frontenac County including Kingston, Lennox & Addington County, Northumberland County and Prince Edward County

863 Princess Street, Suite 304
Kingston ON K7L 5N4
TEL 613 547-4126
TOLL FREE 1 888 667-0043
FAX 613 547-1608

WEBSITE:
www.easterseals.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Easter Seals augments government programs of up to \$3,000 per year for communication devices, wheelchairs, walkers, braces and splints.

Eligibility Criteria: Open to children and youth 0-19 with a physical disability.

Friends and Neighbours Support Centre

Service Boundaries: Center Hastings

56 Russell Street North
Madoc ON K0K 2K0
TEL 613 473-4111
TOLL FREE 1 877 347-7337
FAX 613 473-0143

WEBSITE:
www.mhsn.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 9:30 am to 4
:00 pm

Part of Mental Health Support Network - one of six support centres run by and for people with mental health issues. Services include peer support, education, activities, advocacy, employment/volunteer, and resources. Provides a monthly supper. All programs are determined by the people who attend. No referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 years or older. The toll free line can be used by anyone in South Eastern Ontario. It will route the caller to their closest support centre.

Frontenac Community Mental Health Services - Vocational Centre

Service Boundaries: Frontenac County

385 Princess Street
Kingston ON K7L 1B9
TEL 613 544-1356
FAX 613 547-2162

WEBSITE:
www.fcmhs.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday & Friday 8:30 am to
4:30 pm (alternative hours are
offered)

Vocational Counselling: Clients are assisted to develop an employment goal that leads to either further education or paid employment.

Vocational Assessment & Career

Exploration: A variety of assessments and labour market research are used to help individuals identify skills, interests and strengths that assist in developing suitable employment goals.

Job Development: Services are provided to increase employment opportunities (paid temporary employment or permanent jobs). Provide outreach, support and education to employers to assist in their hiring needs.

Job Retention: Job follow up services are provided to assist an individual to maintain employment. Employment counselling and support is ongoing to deal with issues that may affect employment such as mental health symptoms, housing, benefits, workplace concerns, and life issues.

ODSP Employment Supports Service

Provider: Work in partnership with the Ontario Disability Support Program (Employment Supports) to help individuals prepare for, obtain and maintain competitive employment in the community.

Eligibility Criteria: You must be at least 18 years of age.

Independent Living Centre - Kingston

Service Boundaries: Frontenac County

298 Concession Sreet
Kingston ON K7K 2C1
TEL 613 542-8353
TTY 613 542-8371
FAX 613 542-4783

WEBSITE:
www.ilckington.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION

Year Round Drop In:
Tuesday 1:00 pm to 3:00 pm

Office open: Sept. 2-Jun. 15
Monday to Friday
9:00 am to 4:30 pm,

Jun. 16-Sept. 1
Monday to Thursday
9:00 am to 4:30 pm
Friday 9:00 am to 12:00 pm

This program provides information, support and skills building for people with disabilities, to encourage and enhance community participation. Disability education, awareness training and accessibility consulting is also provided to the community.

The Community Access Program (CAP site location), features adaptive hardware/software for easier access to the internet for People with Disabilities. Peer support programs that include weekly peer groups and a monthly diner's club are also available.

Independent Living Skills Training Program assists individuals develop skills that help them deal effectively with personal and environmental barriers as a result of having a disability.

Eligibility Criteria: Contact for appointment.

John Howard Society

Service Boundaries: Kingston Area

771 1/2 Montreal Street
Kingston ON K7K 6V6
TEL 613 542-7373
TOLL FREE 1 888 325-7930
FAX 613 542-2733

WEBSITE:
www.johnhowardkingston.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30 am
to 4:30 pm Friday 8:30 am to
4:00 pm

Employment assessment and counselling for persons returning to work, barriers to employment explored and action plan developed and implemented, job search support, referral to appropriate employment service or vocational training program including Employment Ontario funded programs such as Job Creation Partnerships, Self-Employment Benefit, Skills Development, and Targeted Wage Subsidy.

Eligibility Criteria: Contact office.

Loyalist College - Disability Office

Service Boundaries: Ontario

376 Loyalist Wallbridge Road
Box 4200
Belleville ON K8N 5B9
TEL 613 969-1913
TOLL FREE 1 888 569-2547
TTY 613 962-0633
FAX 613 962-13476

WEBSITE:
www.loyalistcollege.com

**PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED:** No fees to
register with the Disability
Office and to receive any
supports and accommodation

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Note takers, Learning strategists, alternative text format, FM systems, Sign Language Interpreters, assistive technology lab, training and lending of assistive technology, alternative testing arrangements, psych-educational assessments, mental health assessments and community referrals, campus guides until routes are familiar, computers and software e.g.: Dragon (speech recognition software), Kurzweil (scanner) available in Computer Lab after 4:30 pm weekdays, bursary funds (if eligible) for purchasing disability related equipment or services.

Eligibility Criteria: Available to any Loyalist student, full time, part time, distance, continuing education, upgrading or apprenticeship.

Madoc C.O.P.E. Corporation

Service Boundaries: Central Hastings

7 Hill Avenue
Madoc ON K0K 2K0
TEL 613 473-4158
FAX 613 473-0273

WEBSITE:
[www.centrehastings.com/
madoccope/](http://www.centrehastings.com/madoccope/)

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:00 pm

Supported Employment Program. This program is designed to identify persons through assessment, training, and evaluation as being ready for supported employment within the community. The target group includes persons who, with supports, will enter the labour force and develop skills necessary to work at normal competitive levels. This program functions in conjunction with a life-skills program that is already in place for the developmentally disabled. People can develop work skills at the Centre Car Wash, Wash n' Fold Laundry Service, or Lawn and Outdoor Maintenance.

Eligibility Criteria: Must be 18 years and older with a Developmental Disability.

Multiple Sclerosis Society of Canada

Service Boundaries: Frontenac County and Lennox & Addington County

637 Norris Court East
Unit 3
Kingston ON K7P 1R7
TEL 613 384-8500
FAX 613 384-8706

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: annual dues

HOURS OF OPERATION
Monday to Thursday 8:00 am
to 4:00 pm

Offers support to persons with MS, in particular resources for funding assistive devices.

Muscular Dystrophy Canada

Service Boundaries: Ontario and Nunavit

Suite 901
2345 Yonge Street
Toronto ON M4P 2E5
TEL 416 488-2699
TOLL FREE 1 800 567-2873
FAX 416 488-0107

WEBSITE:
www.muscle.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Canada's dedicated volunteers and staff across the country raise funds and work hard to support the independence and full participation of Canadians with neuromuscular disorders, fund research to find a cure and improve the quality of life of people with neuromuscular disorders, assist our clients to participate in the decisions that affect them, and collaborate with others for social change.

New Beginnings Support Centre

Service Boundaries: Quinte West

76 Dundas Street West
Trenton ON K8V 3P3
TEL 613 349-3449
TOLL FREE 1 877 347-7337

WEBSITE:
www.mhsn.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 10:00 am
to 3:00 pm

Part of Mental Health Support Network- one of six support centres run by and for people with mental health issues. Services include peer support, education, activities, advocacy, employment/volunteer, and resources. Provides a monthly supper. All programs are determined by the people who attend. No referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 years and older. The toll free line can be used by anyone in the South East. It will route the caller to their closest support centre.

North Hastings Community Integration Association

Service Boundaries: North Hastings County

PO Box 1508
2 Alice Street
Bancroft ON K0L 1C0
TEL 613 332-2090
FAX 613 332-4762

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Supports and Services for people with an intellectual disability and their families, Life Skills Training Youth (ages 15 to 25) and Family Supports, Daily living and transition skill training, Pre-employment and work experience placements in partnership with North Hastings High School and local businesses.

Eligibility Criteria: Individuals with intellectual disabilities.

NRCS Inc

Service Boundaries: Kingston Area

Princess Anne Building
797 Princess Street
Suite 210
Kingston ON K7L 1G1
TEL 613 549-8335
FAX 613 549-7854

WEBSITE:
www.nrcc.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Services include:

- Assessment Services
- Functional abilities evaluations
- Home site evaluations
- Worksite evaluations
- Independent evaluations
- Attendant care assessments
- Disability status Assessments
- Job demand analysis
- Vocational Services
- Return to work programs
- Vocational case management
- Vocational assessments
- Transferable skills analysis
- Aptitude and interest testing
- Job search training
- Placement
- Labour market analysis
- Employer Services
- Injury Risk Management
- Job Demands analysis
- Worksite analysis and modifications
- Pre-placement screenings
- Corporate disability management

Eligibility Criteria: Arrange an appointment.

Ongwanada Community Vocational Training

Service Boundaries: Kingston Area

85 Grosvenor Court
Kingston ON K7M 3C2
TEL 613 548-4417, ext 3314
FAX 613 548-8135

WEBSITE:
www.ongwanada.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8 am to 4 pm

Offers vocational assessment, placement, on-the-job skills training and life skills training as well as ongoing support to individuals in employment.

Eligibility Criteria: Open to adults 18 years and older with developmental disabilities.

Ontario March of Dimes- Employment Resource Centre

Service Boundaries: Kingston Area, Hastings and Prince Edward Counties

920 Princess Street
3rd Floor
Kingston ON K7L 1H1
TEL 613 544-9410
FAX 613 530-2635

WEBSITE:
www.marchofdimes.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:45 am to
4:15 pm

A self-directed free job search service. Services available include access to computers for resume writing and job search documents, researching the Service Canada Job Bank and other employment opportunities, labour market and career exploration. Other services include laser printing, faxing, photocopying, access to job search and training resource materials, referrals to local employment services/ counselling and more. Staff is available to assist with employment preparation, job search documents and information needs. The Employment Resource Centre also offers monthly job search workshops free of charge on topics such as interviews, resume writing, cover and follow-up letters, employment portfolios, future work, searching for the hidden job market and pre-employment testing.

Eligibility Criteria: Open to anyone 18 years or older who is unemployed.

Job Finding Club: Three week job search program, facilitated by certified instructors. Offers focused and proven job search tools and techniques within a supportive group environment. Topics covered include skills identification, effective resume writing and cover letter preparation, application forms and references, networking, telephone scripts, the hidden job market, standard/ behavioural interviewing and personal strengths and confidence building. Services available include: computer access, internet, photocopying and faxing, career exploration software, telephones for local and long distance calls as well as numerous community and job search resources.

Pathways for Children and Youth

Service Boundaries: Lennox & Addington County and Frontenac County

Kingslake Plaza
1201 Division Street
Suite 215 2nd Floor
Kingston ON K7K 6X4
TEL 613 546-8535
FAX 613 546-3881

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

KFLA Health Unit 221
Portsmouth Avenue, 3rd Floor
Kingston ON K7M 1V5
TEL 613 546-1422
FAX 613 546-0623

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

c/o The Child Centre, RR 1
Sharbot Lake ON K0H 2P0
TEL 613 279-2248
FAX 613 279-3355

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

WEBSITE:
www.pathwayschildreneyouth.org

Children's mental health services:

- community-based
- assessment and consultations
- individual, family and group counselling
- parenting education
- Intensive Early Intervention for children diagnosed with autism
- Early Years services

Intensive services include:

- out-of-home, intensive child and family, and day treatment services
- Resource services include: psychiatric, behavioural paediatric, psychological and speech and language services.

Eligibility Criteria: 18 years and younger.

Pathways for Children and Youth

Continued

4365 Mill Street
Sydenham ON K0H 2T0
TEL 613 376-3082
FAX 613 376-6794

c/o Land O'Lakes Community
Service P.O. Box 92
Northbrook ON K0H 2G0
TEL 613 336-1555
FAX 613 336-2044

Loyalist Plaza Unit 7, 18
Manitou Crescent West
Amherstview ON K7N 1S3
TEL 613 634-0057
FAX 613 384-8534

465 Advance Avenue
Napanee ON K7R 4A7
TEL 613 354-6852
FAX 613 354-0300

WEBSITE:
www.pathwayschildrenyouth.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Pathways to Independence

Service Boundaries: Hastings County and Prince Edward County

289 Pinnacle Street
Belleville ON K8N 3B3
TEL 613 962-2541
FAX 613 962-6357,
613 961-0584

WEBSITE:
www.pathwaysind.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:15 am -
4:30 pm

Vocational support for developmentally challenged adults or persons with acquired brain injuries. Programs include supported employment and counselling.

Employment Support: Transitional Age Youth Program: The individuals who participate in our Transitional Age Youth program have been able to learn new job skills, extend their social networks and contacts and in some cases, earn a well deserved pay cheque. Many local businesses, schools and other social service agencies actively work together to ensure participants in this program are better prepared for community involvement through volunteering or competitive employment. With experience gained in the hospitality, manufacturing, daycare and general labour industries, many of the people we support in the Transitional Age Youth program are ready, able and willing to earn their way

Eligibility Criteria: You must have a developmental disability or have acquired brain injury.

Peer 17 Support Centre

Service Boundaries: Lennon & Addington County

58 Dundas Street East
Napane ON K7R 1H8
TEL 613 354-1690
TOLL FREE 1 877 347-7337
FAX 613 969-0122

WEBSITE:
www.mhsn.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 10:00 am to
3:00 pm

Part of the Mental Health Support Network
- one of six support centres run by and for people with mental health issues
- services include peer support, education, activities, advocacy, employment/volunteer, and resources
- provides a monthly supper
- all programs are determined by the people who attend
- no referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 years or older. The toll free line can be used by anyone in the South East. It will route the caller to their closest support centre.

Peers of the Round Table Support Centre

Service Boundaries: Kingston and Frontenac County

303 Bagot Street, Suite 16B
Kingston ON K7K 5W7
TEL 613 549-4964
TOLL FREE 1 877 347-7337

WEBSITE:
www.mhsn.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 10:00 am to
3:00 pm

- Part of the Mental Health Support Network
- one of six support centres run by and for people with mental health issues
 - services include peer support, education, activities, advocacy, employment/volunteer, and resources
 - provides a monthly supper
 - all programs are determined by the people who attend
 - no referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 years or older. The toll free line can be used by anyone in the South East. It will route the caller to their closest support centre.

Providence Care Kingston - Mental Health Services-Voices, Opportunities and Choices Employment Club

Service Boundaries: Frontenac County and Lennox & Addington County

525 Montreal Street
Kingston ON K7K 3H9
TEL 613 531-4912
FAX 613 531-4119

WEBSITE:
www.providencecare.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:00 am to
4:00 pm

Provides employment opportunities for consumers of mental health services through the establishment of affirmative businesses. Currently operating 'Hands On Car Wash', 'Contract Factory', 'Little Green Thumb', 'Bookends Café', 'Treasure Café', 'Westwood Canteen'.

Providence Care Kingston - Rehabilitation Management Services

Service Boundaries: Eastern Ontario

28 Barrie Street
Kingston ON K7L 5A2
TEL 613 548-2327
TOLL FREE 1 866 671-8939
FAX 613 548-6110

WEBSITE:
www.providencecare.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: WSIB, CPP,
auto insurer, private employers,
or long term disability insurers

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Services include:

- Vocational testing
- career planning consulting
- physical capacities assessment
- work adjustment training
- employment planning
- job analysis
- job site analysis
- client rehabilitation
- return to work coordination
- community occupational therapy services

Quinte Vocational Support Services

Service Boundaries: Hastings County and Prince Edward County

1 Green Leaf Court
Belleville ON K8P 5J2
TEL 613 968-5211
FAX 613 968-4461

WEBSITE:
www.qvss.on.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 9:00 am to
3:00 pm

Vocational Services and Support including supported employment via in-house manufacturing, cleaning, small assembly packaging, and lamination production. Community job placement for more independent individuals.

Eligibility Criteria: Adults 18 years and older.

Sir James Whitney School for the Deaf

Service Boundaries: Ontario

350 Dundas Street West
Belleville ON K8P 1B2
TEL 613 967-2823
TTY 613 967-2823
FAX 613 967-2841

WEBSITE:
www.sjw.reach.net

PUBLIC TRANSIT

HOURS OF OPERATION
Follows school calendar

Sir James Whitney School for the Deaf offers educational programs from JK to Grade 12. Both ASL and English are used as languages of instruction.

Eligibility Criteria: Students must qualify educationally and come through an admissions process.

South Hastings Alternative Personalized Education Program, SHAPE

Service Boundaries: Hastings County

224 Palmer Road
Belleville ON K8P 4E1
TEL 613 962-2140
FAX 613 962-6172

PUBLIC TRANSIT
FEES APPLIED: \$30 book
deposit

HOURS OF OPERATION
Monday to Friday 8:15 am to
2:30 pm, Regular school year
calendar

An alternative program for students who were not successful in the regular school setting. Students work on individualized programs, attend workshops, and must meet minimum hours (17 1/2 per week) and lesson submission (4) each week. Concentration is on academic credits. Students must be registered at a Home School before they can apply to S.H.A.P.E.

Eligibility Criteria: Ages: 16 years to 21 years. Students must be registered at a home school.

St. Lawrence College - Counselling and Disability Services

Service Boundaries: South Frontenac County including Frontenac Islands, Kingston and Loyalist

100 Portsmouth Avenue,
Suite 11180
Kingston ON K7L 5A6
TEL 613 544-5400, ext 1526
FAX 613 544-5400

WEBSITE:
www.sl.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:00 am to
4:30 pm

Provides various counselling services to students of St. Lawrence college: academic, financial, personal, disability, career.

Eligibility Criteria: Open to all students of St. Lawrence College.

Summer Program - North Hastings Community Integration Association

Service Boundaries: North Hastings County

PO Box 1508, 2 Alice Street
Bancroft ON K0L 1C0
TEL 613 332-2090
FAX 613 332-4762

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Supported Summer Employment Youth
Involvement Ontario Group - Assistance to
access funding - Referrals and resource.

Three Doors Down Support Centre

Service Boundaries: Prince Edward County

7 Paul Street
Picton ON K0K 2T0
TEL 613 471-1347
TOLL FREE 1 877 347-7337
FAX 613 471-1338

WEBSITE:
www.mhsn.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday, Wednesday and
Friday 9:30 am to 2:00 pm

Part of Mental Health Support Network - one of six support centres run by and for people with mental health issues. Services include peer support, education, activities, advocacy, employment/volunteer, and resources. Provides a monthly supper. All programs are determined by the people who attend. No referral or self disclosure needed.

Eligibility Criteria: Open to anyone 16 years or older. The toll free line can be used by anyone in the South East. It will route the caller to their closest support centre.

GOVERNMENT PROGRAMS & AGENCIES

This section has information about government programs available for individuals with disabilities who are interested in obtaining training and employment services.

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County of Frontenac - Ontario Works

Service Boundaries: North Frontenac and Central Frontenac, Kingston

Northern Frontenac Community
Services Corporation,
1020 Elizabeth Street
Sharbot Lake ON K0H 2P0
TEL 613 279-3151
TOLL FREE 1 888 778-4531
FAX 613 279-3030

WEBSITE:
www.cityofkingston.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday, Tuesday, Thursday
and Friday 8:30 am to 4:30 pm
(closed for lunch)

362 Montreal Street
Kingston ON K7K 3H5
TEL 613 546-2695
FAX 613 546-9658

WEBSITE:
www.cityofkingston.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
12:00 noon, 1:00 pm to 4:30
pm. Closed on the second Wed
afternoon of the month.

Social Assistance or welfare can be obtained through the Ontario Works program. O.W.. benefits are for people who need money because they are unable to find work or are temporarily unable to work. Ontario works has two main parts. Financial Assistance: short term finances; and Employment Assistance which includes getting work, taking training courses, completing high school, learning parenting skills, improving English skills, volunteering and finding housing.

KEYS Employment Services - Opportunities Fund Program

Service Boundaries: Frontenac County and Leeds and Grenville United Counties

182 Sydenham Street
Kingston ON K7K 3M2
TEL 613-546-5559
TTY 613 546-0511
FAX 613 546-9592

WEBSITE:
www.keys.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:15 pm

The Opportunities Fund, funded by the Government of Canada, assists persons with disabilities, to prepare for, obtain and keep employment. Career counsellors are available to assist in defining career goals using vocational assessments and decision making tools. Education goals are also explored to facilitate entrance into employment. Job search support, including job development, is a core component of the Opportunities Fund program, and work placements can be utilized to assist participants in entering the labour market.

Eligibility Criteria: Contact the office for further information.

Kingston Community and Family Services - Ontario Works

Service Boundaries: Frontenac County

362 Montreal Street
Kingston ON K7K 3H5
TEL 613 546-2695, ext 4973
FAX 613 546-9658

WEBSITE:
www.cityofkingston.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 to 4:30
(closed between 12 and 1)

Administers social assistance through Ontario Works services including a variety of employment assistance services and benefits including employment placement.

ODSP - Ontario Disabilities Support Program, Ministry of Community and Social Services

Service Boundaries: Frontenac County, Hastings County, Prince Edward County and Lennox & Addington County

1055 Princess Street, Suite 103
Kingston ON K7L 5T3
TEL 613 545-4553, ext. 4383
TOLL FREE 1 800 2667-0236
TTY 613 545-4532
FAX 613 536-7272

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Call for an appointment

199 Dundas Street East
Belleville ON K8N 1E2
TEL 613 962-9562, ext. 331
TOLL FREE 1 800 267-4355
TTY 613 962-2927
FAX 613 966-9788

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: N-however a
contribution may be required
from families earning more than
\$51,000 annually

HOURS OF OPERATION
Monday to Friday 8:30 am to
5:00 pm

11 Beechgrove Lane
Kingston ON K7M 9A6
TEL 613 545-0539
TOLL FREE 1 800 646-3209
TTY 613 536-7304
FAX 613 536-7272

WEBSITE:
www.mcscs.gov.on.ca

The Ministry of Community and Social Services is responsible for the Ontario Disability Support Program (ODSP). It provides financial assistance to individuals and their families living with a disability that is expected to last 1 year or more. Benefits include monthly financial assistance, Ontario Drug Benefit Card, Basic Dental care, Vision Care, Hearing Aids, Medical Transportation, Assistive Devices Program, and Special Diet Costs.

Under **Employment Supports**, clients can access service providers to assist with employment preparation and planning, job development, assistive devices, disability related supports and up to 3 years of job retention support. Employment Supports (including job development and job retention supports) are available to persons with disabilities who may or may not be receiving ODSP Income Support, and require goods and services that will allow them to pursue their competitive employment or self-employment goals. Employment can be part-time, full-time, or temporary. Students with disabilities who are seeking part-time employment while in school may also be eligible. Verification of disability may be required for some applicants. Application packages are available at ODSP offices, on the Ministry's website and at many community agencies

Ministry of Training, Colleges and Universities - Employment & Training Division- Apprenticeship Program

Service Boundaries: Hastings County; Prince Edward County; Frontenac County, Lennox & Addington County

Century Place Mall,
199 Front Street
Belleville ON K8N 5H5
TEL 613 968-5558
TOLL FREE 1800 953-6885
FAX 613 968-2364

WEBSITE:
www.tcu.gov.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm (closed between 12
and 1)

404-1055 Princess Street
Kingston ON K7L 5T3
TEL 613 545-4338
TOLL FREE 1 877 220-2721
FAX 613 545-1204

WEBSITE:
www.tcu.gov.on.ca

PUBLIC TRANSIT:
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 8:30 am to
5:00 pm

Apprenticeship Training: A hands-on training program for people who want to work in skilled trades or occupations - approximately 90% of apprenticeship involves on-the-job training by sponsors/employers. The remainder involves related theoretical training, usually obtained at a college of applied arts and technology or other approved training delivery agency - apprenticeship programs take approximately two to five years to complete, depending on the trade. To be an apprentice and individual must be 16 years of age or older, meet the education requirements for that trade and have an employer willing to hire and train them.

Pre-Apprenticeship Training

Program: Helps potential entrants to the apprenticeship system develop their job skills and train readiness so that they will be prepared to gain employment as apprentices.

Ontario Youth Apprenticeship Program

(OYAP): School-to-work transition program offered through Ontario secondary schools where full-time students in grades 11 and 12 earn cooperative education credits and can become registered apprentices allowing them to graduate at the end of grade 12 with their OSSD and a portion of their apprenticeship program already completed.

Co-op Diploma Apprenticeship

Program: A college diploma program and apprenticeship training leading to a Certificate of Qualification. Participants must meet all eligibility criteria for both the college diploma program as well as the

Ministry of Training, Colleges and Universities - Employment & Training Division- Apprenticeship Program

Continued

apprenticeship training. **Loans for Tools:** offers newly registered apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered.

Apprenticeship Scholarship: Offers a \$1,000 apprenticeship scholarship for youth who have completed their academic upgrading, are employed, and are registered as apprentices. Participants must be under 25 years of age, have left school before completing the necessary academic requirements for registering in a trade, and be committed to achieving the necessary academic requirements within one year.

Prince Edward-Lennox & Addington Social Services (PELASS)

Service Boundaries: Prince Edward County, Lennox & Addington County

6A, 206 Main Street,
The Armoury
Picton ON K0K 2T0
TEL 613 476-2842
TOLL FREE 1 866 476-2842
FAX 613 476-7178

WEBSITE:
www.pelass.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

97 Thomas Street East
Napanee ON K7R 3Y5
TEL 613 354-3364
TOLL FREE 1866 354-0957
FAX 613 354-4099

WEBSITE:
www.pelass.org

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Employment assistance provides supports, services and activities that assist participants to obtain employment and achieve increased self-sufficiency. Offers practical help to participants to access resources to develop resumes, assist with job searches, upgrade education, gain job specific skills, and gain work experience through community and employment placements.

Eligibility Criteria: You must be 18 years and older and unemployed.

Service Canada-Canada Summer Jobs

Service Boundaries: North Hastings County, Hastings County

5 Fairway Boulevard, RR 2
Bancroft ON K0L 1C0
TEL 613 332-2528
TOLL FREE 1 800 935-5555
TTY 1 800 826-9105
FAX 613 332-5517

WEBSITE:
www.servicecanada.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

1 North Front Street
Belleville ON K8P 5G9
TEL 613 969-3350
TOLL FREE 1 800 935-5555
TTY 1 800 926-9105
FAX 613 969-3347

WEBSITE:
www.servicecanada.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Canada Summer Jobs is an initiative of the Summer Work Experience Program. It provides funding for not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create high-quality summer job opportunities for students between the ages of 15 and 30. Canada Summer Jobs is about:

- providing work experiences for students,
- supporting organizations, including those that provide important community services,
- recognizing that local circumstances, community needs and priorities vary widely.

LEGAL SERVICES

Local legal services are available to assist you, usually at minimal or no cost. If you have been denied services from local agencies or government programs, or if you feel you have been discriminated against at work, you may wish to contact a publicly-funded legal service or your own lawyer.

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ARCH Disability Law Centre

Service Boundaries: Ontario

425 Bloor Street East,
Suite 110
Toronto ON M4W 3R5
TEL 416 482-1254
TOLL FREE 1 866 482-2724
TTY 1-866 482-2728
FAX 1 866 881-2723

WEBSITE:
www.archdisabilitylaw.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 9 am to 5
pm

ARCH Disability Law Centre is a specialty legal aid clinic with a provincial mandate dedicated to defending and advancing the equality rights of persons with disabilities. ARCH is primarily funded by Legal Aid Ontario. ARCH provides basic legal information as it relates to various disabilities. This service is free and confidential and includes the following areas: Community Development, Law Reform, Public and Continuing Legal Education, Summary Advise and Referral and Test Case Litigation.

Community Advocacy & Legal Centre (CALC)

Service Boundaries: Hastings County , Lennox & Addington County and Prince Edward County

158 George Street, Level 1,
 Satellite Locations: Bancroft,
 Madoc, Napanee, Picton,
 Trenton
 Belleville ON K8N 3H2
 TEL 613 966-8686
 TOLL FREE 1 877 966-8686
 TTY 613 966-8714
 FAX 613 966-6251

WEBSITE:
www.communitylegalcentre.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
 Phone advice: Monday to
 Friday 9:00 am to 5:00 pm. (by
 appointment only)

The Community Advocacy & Legal Centre (CALC) is a non-profit community legal clinic funded by Legal Aid Ontario. CALC provides free legal information, advice, assistance and representation to low income residents of Hastings, Prince Edward and Lennox & Addington counties. This legal advice and information includes Tenant rights and obligations, Welfare and Ontario Works, Ontario Disability Support Plan (ODSP), Government Pensions, Workplace Safety and Insurance (WSIB), Employment Insurance (EI), Criminal Injuries Compensation, Human Rights, Employment Rights and Special Education. Main office is in Belleville, with satellite locations in Trenton, Picton, Napanee, Bancroft and Madoc. Service is available in English and Interpretive services can be arranged. CALC also offers services for the Deaf and Hard of Hearing community. Call the main office for an appointment.

Kingston Community Legal Clinic

Service Boundaries: Kingston Area

345 Bagot Street
Kingston ON K7K 6T8
TEL 613 541-0777
FAX 613 547-4978

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30 am
to 12:00 noon, Friday 1:00 pm
to 4:30 pm

Kingston Community Legal Clinic promotes justice, equality, rights and independence for low-income people by providing legal services in matters relating to income support, human rights, employment and education.

Eligibility Criteria: Set up an appointment by contacting the office.

Legal Aid Ontario

Service Boundaries: Legal Aid is available across Ontario. Contact the office nearest to you.

507 Princess Street
Kingston ON K7L 1C6
TEL 613 546-1179
TTY 1 866 641-8867
FAX 613 546-5407
WEBSITE: www.laoweb.ca
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: some fees
may apply

214 Pinnacle Street
Belleville ON K8N 3A6
TEL 613 962-9634
TOLL FREE 1 888 551-9755
TTY 1 866 641-8867
FAX 613 962-4001
PUBLIC TRANSIT
HOURS OF OPERATION
Mon. to Fri. 9:00 am to 4:00 pm

116 John Street, Third Floor
Napanee ON K7R 1R2
TEL 613 354-4773
TOLL FREE 1 866 294-0658
TTY 1 866 641-8867
FAX 613 354-3030
FEES APPLIED: some fees
may apply

PO Box 359
Sharbot Lake ON K0H 2P0
TEL 613 279-3252
TOLL FREE 1 800 661-4612
FAX 613 279-3228
FEES APPLIED: some fees
may apply

HOURS OF OPERATION
Call for an appointment
WEBSITE: www.legalaid.on.ca

Legal Aid Ontario provides legal assistance to low income individuals. You must meet guidelines in order to receive legal aid. It will also arrange for duty counsel service for those who arrive in criminal, family, or youth court without a lawyer. Some Advice Lawyer services are also available. Legal Aid will provide certificates that people can use to retain a private lawyer to represent them in court. This certificate is a promise of payment from Legal Aid Ontario to the private lawyer for his/her services. To apply for Legal Aid, you must attend at your local Legal Aid office. Depending on your financial position, you may be required to pay for some of your legal costs.

Eligibility Criteria: You must have a low income. You must meet financial guidelines set by Legal Aid Ontario.

Northern Connections Adult Learning Centres- Literacy and Basic Skills and Academic Upgrading

Service Boundaries: Central and North Frontenac County including Bedford District

24719 Hwy 7, PO Box 413
Sharbot Lake ON K0H 2P0
TEL 613 279-2499
FAX 613 279-2022

WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Winter: Monday to Friday 8:30
am to 4:00 pm

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence, support in clarifying upgrading goals and developing a training plan. Academic upgrading services that help individuals develop the necessary skills for entry into college-based post-secondary education and training programs (such as apprenticeship).

Eligibility Criteria: None

QLG Skills Training

Service Boundaries: Hastings County, Central Hastings

247 John Street
Belleville ON K8N 3G2
TEL 613 813-6525
FAX 613 962-9523

PUBLIC TRANSIT

HOURS OF OPERATION
Monday to Thursday 8:30
am to 4:00 pm, Friday By
appointment only

44 St. Lawrence Street West
Madoc ON K0K 2K0
TEL 613 813-6525
FAX 613 962-9523

HOURS OF OPERATION
Monday to Thursday 8:30
am to 4:00 pm, Friday By
appointment only

Programs and services include literacy, numeracy and essential skills. Academic upgrading services are also available.

Eligibility Criteria: Adult Learner

Queens University Faculty of Law, Queens Legal Aid

Service Boundaries: South Frontenac County including Kingston and Lennox & Addington County

Macdonald Hall, Queens
University, 128 Union Street,
Room 406
Kingston ON K7L 3N6
TEL 613 533-2102
FAX 613 533-6890

WEBSITE:
[law.queensu.ca/students/
LegalAid.html](http://law.queensu.ca/students/LegalAid.html)

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: Partial

HOURS OF OPERATION
Call for an appointment

Supervised by two lawyers, law students provide free, confidential legal services, legal advice and assistance. Assists with employment insurance and employment problems. Satellite clinics held once a week in Napanee and North Kingston. Clients pay notarial copy fees and disbursement costs, court and tribunal costs. Call for an appointment.

Eligibility Criteria: Open to people living on low incomes and to Queens students.

LITERACY SERVICES

Improving your literacy and numeracy skills can increase your chances of finding and maintaining employment. The agencies listed in this section are involved in the delivery of literacy services in Hastings, Prince Edward, and Lennox & Addington counties.

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Algonquin and Lakeshore Catholic District School Board

Service Boundaries: Hastings, Frontenac, Lennox & Addington and Prince Edward Counties

151 Dairy Avenue
Napanee ON K7R 4B2
TEL 613 354-2255
TOLL FREE 1 800 581-1116
FAX 613 354-0351

WEBSITE:
www.alcdsb.on.ca

WHEELCHAIR ACCESSIBLE
FEES APPLIED: N if a Catholic
school ratepayer

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Offers special education programs and assistive technology.

Eligibility Criteria: Enrolled as a student of the Board.

Campbellford Community Resource Centre

Service Boundaries: Trent Hills Area

65 Bridge Street East,
PO Box 1360
Campbellford ON K0L 1L0
TEL 705 653-5161
FAX 705 653-0888

WEBSITE:
www.campbellford.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

This 5 week program includes seminars and workshops designed to reduce the barriers to successful employment . The program covers career assessments, résumés, cover letters, and interview skills. Forms You Need to Apply - Will be determined by the Campbellford Community Resource Centre on an individual basis.

Eligibility Criteria: You must be at least 16 years of age - Unemployed Canadian seeking assistance to make the transition to the labour market. Employment Resource Centre: Services available at the Resource Centre include assistance with completing job applications, résumé writing, assessments, portfolio development, interview skills, researching employers, and more. Campbellford Community Resource Centre also provides seminars and workshops on employment issues and individualized career counselling.

Eligibility Criteria: This service is open to everyone.

Application Process: Contact the Campbellford Community Resource Centre to apply for these programs. You will need to attend an intake meeting before beginning the Career Opportunities Project. The Employment Resource Centre is a drop-in service. No application is necessary.

Community Learning Centre - Kingston Adult Learning Network

Service Boundaries: Kingston Area, Lennox & Addington County

859 Princess Street
Kingston ON K7L 1G7
TEL 613 547-2012
FAX 613 547-2024

WEBSITE:
www.kingstonliteracy.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday, Wednesday and
Thursday 9:00 am to 5:00 pm,
Tuesday 9:00 am to 9:00 pm,
Friday 9:00 am to 12:00 noon

55 Dundas Street East
Napanee ON K7R 1H7
TEL 613 354-0226
FAX 613 354-1021

WEBSITE:
www.kingstonliteracy.com

HOURS OF OPERATION
Monday and Wednesday 9:00
am to 4:00 pm, Friday 9:00 am
to 12:00 noon

Literacy, numeracy and essential skills services that primarily help individuals achieve goals related to further education/training, or employment, and to a lesser extent increased independence. Individuals are assessed and then an individualized training plan is developed to help achieve the student's goals. Academic upgrading services are offered that help individuals develop the necessary skills for entry into college-based post-secondary education and training programs such as apprenticeship.

Eligibility Criteria: ages 19 years and older. Individuals who are out of school and communicate in English; support programming for Anglophone learners.

Literacy and Basic Skills Program

Eligibility Criteria: Contact Coordinator for further information.

Services include one on one or small group training in reading, writing, basic math, computer literacy and pre-employment skills. A Family Literacy outreach program is also offered.

Eligibility Criteria: None

First Nations Technical Institute

Service Boundaries: Tyendinaga

3 Old York Road
Tyendinaga Mohawk Territory
ON K0K 1X0
TEL 613 396-2122
TOLL FREE 1 800 267-0637
FAX 613 396-2761

WEBSITE:
www.fnti.net

FEES APPLIED

HOURS OF OPERATION

Courses include Aboriginal Awareness, Professional Development, Computer Training, Personality Dimensions and Related Courses, Interest Courses, Career Assistance, Health & Safety and Training for First Nations Councils.

Eligibility Criteria: You must be an Aboriginal person, 18 years and older as a mature student, PLAR Assessed (Prior Learning Assessment Recognition: The PLAR process is designed for people who have acquired significant knowledge and skills outside formal college classes).

Gateway Community Education Program

Service Boundaries: Lennox & Addington County

33 Advance Avenue
Napanee ON K7R 3Y5
TEL 613 354-1549
FAX 613 354-4230

WEBSITE:
www.limestone.on.ca

WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday to Thurs 8:30 am to
2:30 pm, Friday 8:30 am to
2 pm

Adult day credit, evening credit program,
adult basic skills, alternative education
programs, co-operative education programs.

Eligibility Criteria: By appointment

Hastings & Prince Edward District School Board

Service Boundaries: Hastings County and Prince Edward County

156 Ann Street
Belleville ON K8N 1N9
TEL 613 966-1170, ext 2100
TOLL FREE 1 800 267-4350
FAX 613 966-9322

WEBSITE:
www.hpedsb.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Offers special education.

Eligibility Criteria: To be identified through the Identification Placement and Review Committee, to decide whether a student is an exceptional student and could benefit from a tailored educational placement.

Lennox and Addington Addiction & Community Mental Health Services

Service Boundaries: Lennox & Addington County

70 Dundas Street East
Napanee ON K7R 1H9
TEL 613 354-7521
TOLL FREE 1 800 267-7877
FAX 613 354-7524

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Telephone crisis intervention and response
- assessment and referral - multi-disciplinary
clinical services available.

Eligibility Criteria: none

Limestone District School Board

Service Boundaries: Kingston, Frontenac County and Lennox & Addington County

153 Van Order Drive
Kingston ON K7M 1B9
TEL 613 546-5575, ext. 143
FAX 613 546-0177

WEBSITE:
www.limestone.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

A resource centre for students from the Limestone School Board. Offers the Ontario Youth Apprenticeship Program (OYAP): School-to-work transition program offered through Ontario secondary schools where full-time students in grades 11 and 12 earn cooperative education credits and can become registered apprentices allowing them to graduate at the end of grade 12 with their OSSD and a portion of their apprenticeship program already completed. Co-op Diploma Apprenticeship Program: A college diploma program and apprenticeship training leading to a Certificate of Qualification - participants must meet all eligibility criteria for both the college diploma program as well as the apprenticeship training. Loans for Tools: offers newly registered apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered. Apprenticeship Scholarship: Offers a \$1,000 apprenticeship scholarship for youth who have completed their academic upgrading, are employed, and are registered as apprentices - participants must be under 25 years of age, have left school before completing the necessary academic requirements for registering in a trade, and be committed to achieving the necessary academic requirements within one year.

Eligibility Criteria: Must be enrolled as a high school student.

Limestone District School Board

Continued

164 Van Order Drive, 2nd Floor
Kingston ON K7M 1C1
TEL 613 542-7369
FAX 613 546-9545
PUBLIC TRANSIT
HOURS OF OPERATION
Monday to Thursday 8:30 am to
2:30 pm, Friday 8:30 am to 2 pm

66 Harvey Street
Kingston ON K7K 5B9
TEL 613 548-3462
FAX 613 548-3361
PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
HOURS OF OPERATION
Monday to Friday 8:30 am to 2:30
pm

Loyalist Plaza, 4499 Bath Road,
Unit 201
Amherstview ON K7N 1A6
TEL 613 389-0099
FAX 613 389-8423
WHEELCHAIR ACCESSIBLE:
Partial
FEES APPLIED: Deposit
HOURS OF OPERATION
Monday to Friday 8:15 am to 2:30
pm September to June

WEBSITE:
www.limestone.on.ca

Literacy & Basic Skills: Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence - support in clarifying upgrading goals and developing a training plan to achieve them. Also academic upgrading services that help individuals develop the necessary skills for entry into college-based post secondary education and training programs (such as apprenticeship).

Eligibility Criteria: Contact staff for further information.

Second Chance: An educational centre for people who wish to complete the requirements for Grade 12 diploma, upgrading for entrance to College. Participants attend the centre full time and work at their own pace, consulting teachers as required and attending optional workshops. Some assistance with transportation.

Eligibility Criteria: None

Community adult school - offers adult and alternate education - grade 9 to Grade 12 courses to complete OSSD - also offers a working co-op - mature assessment for students who have been out of school for a while.

Eligibility Criteria: Must be out of school, must be over 18 years of age.

Loyalist College

Service Boundaries: Prince Edward County, Hastings County, Lennox & Addington County, Northumberland County and Haliburton County

195 Hastings Street North
Bancroft ON K0L 1C0
TEL 613 332-1743

WEBSITE:
www.loyalistcollege.com

WHEELCHAIR ACCESSIBLE
FEES APPLIED:

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

376 Loyalist Wallbridge Road,
Box 4200
Belleville ON K8N 4Z2
TEL 613 969-1913, ext. 2306
or ext. 2450

WEBSITE:
www.loyalistcollege.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Monday to Friday 8:30 am to
5:00 pm

College Access Program: This program includes language and literacy training, numeracy training, and prior learning assessment. It offers English, math, computer, and science up to Grade 12 equivalent.

Eligibility Criteria: You must be at least 18 years of age.

Literacy and Basic Skills: Literacy and Basic Skills combines academic upgrading, training readiness, career and personal development skills and job-search skills. This program caters to people with literacy and numeracy skills below a grade 10 level.

Eligibility Criteria: None.

Loyola Community Learning Centre

Service Boundaries: Lennox & Addington County, Frontenac County, Hastings County, Prince Edward County

113 Richmond Boulevard,
Unit #5, Napanee ON K7R 3Z8
TEL 613 354-5093
TOLL FREE 1 888 485-0430
FAX 613 354-6073
FEES APPLIED

158 Patrick Street
Kingston ON K7K 3P5
TEL 613 544-8883
FAX 613 542-9208
PUBLIC TRANSIT

41 Octavia Street
Belleville ON K8P2R9
TEL 613 966-9210
TOLL FREE 1 800 581-1116
FAX 613 966-0204

1440 Princess Street
Kingston ON K7M 3E5
TEL 613 544-3361
TOLL FREE 1 800 581-1116
FAX 613 547-0999
PUBLIC TRANSIT

206 Main Street
Picton ON K0K2T0
TEL 613 476-9685
TOLL FREE 1 866 402-8347
FAX 613 476-6938

83 Marmora Street
Trenton ON K8V 2J2
TEL 613 965-5840
TTY 613 581-1116
FAX 613 965-6610

WEBSITE: www.learningatloyola.ca
HOURS OF OPERATION
Mon. to Fri. 8:30 am to 3:30 pm
WHEELCHAIR ACCESSIBLE
except Kingston

Loyola Community Learning Centre is an alternative educational setting for individuals 18 years of age or older. Current program offerings include: Secondary School Credit Courses, PLAR (Prior Learning Assessment Recognition: The PLAR process is designed for people who have acquired significant knowledge and skills outside formal college classes), Fast Forward, school to work transition programs, Co-op, Literacy Skills, Computer upgrading and Personal Support Worker Program certification. Students may attend classes for 6 weeks and complete a credit in the main academic areas. Different credit courses are offered every 6 weeks. REAL - Return Earn And Learn allows students to earn co-op credits toward their Ontario Secondary School Diploma while continuing to work at their current job.

Adult school offering an alternative educational setting for adults 18 years and older - Current program offerings include: Secondary School Credit Courses, PLAR (Prior Learning Assessment Recognition: The PLAR process is designed for people who have acquired significant knowledge and skills outside formal college classes), Fast Forward, school to work transition programs, Co-op, Literacy Skills, Computer upgrading and Personal Support Worker Program certification.

Eligibility Criteria: Adult 18 years and older.

Northern Connection Adult Learning Centres

Service Boundaries: North Frontenac County including Addington Heights, Frontenac County

12345 Hwy 41, Box 362
Northbrook, ON K0H 2G0
TEL 613 336-0691
TOLL FREE 1 866 402-8347
FAX 613 336-0394

HOURS OF OPERATION

Mon-Fri 8:30 am-3 pm
Reduced hours in summer.
Please call to confirm.
Employment Counsellor on-site
two days/week

24719 Hwy 7, Box 413
Sharbot Lake ON K0H 2P0
TEL 613 279-2499
TOLL FREE 1 866 402-8347
FAX 613 279-2022

WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION

Winter: Monday to Friday
8:30 am to 4 pm
Summer: Monday to Thursday
8:30am to 2 pm (call to confirm)

Box 362, 12309 41 Hwy
Northbrook ON K0H2G0
TEL 613 336-0691
TOLL FREE 1 866 402-8347
FAX 613 336-0394

WHEELCHAIR ACCESSIBLE:
Partial

HOURS OF OPERATION

Monday to Thursday
8:30 am to 2:30 pm,
Friday 8:30 am to 2:00 pm

Employment assessment and counselling for persons returning to work. Career counselling includes help in the identification of barriers to employment, action plan development and implementation. Other employment related services include job search support, referral to appropriate employment service or vocational training program. Ontario government funded programs Job Creation Partnerships: an employment program that provides work experience to unemployed job seekers with projects that benefit the community or local economy.

Eligibility Criteria: Be eligible for EI, Self-Employment Benefit: help unemployed people start their own business by providing financial help, advice or planning a business and help as they start a business, Skills Development: provides support to unemployed people who are eligible for EI and need marketable skills in order to re-enter the labour market. The program provides financial assistance to help with some of the costs associated with training, such as tuition and books, and Targeted Wage Subsidy: is designed to provide on-the-job work experience to unemployed people who are eligible for EI and are experiencing difficulty in finding work. It also enables employers to hire people who face barriers to employment by offering temporary wage subsidies. An Employment Resource Centre is also available.

Eligibility Criteria: Ages 16 years and older.

Northern Connection Adult Learning Centres

Continued

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education, training, employment or increased independence. Support in developing training plan, academic upgrading for entry into college-based post secondary education and apprenticeship programs.

Eligibility Criteria: 16 years and older.

Prince Edward Learning Centre

Service Boundaries: Prince Edward County

The Armoury,
7B 206 Main St -Lower Level
Picton ON K0K 2T0
TEL 613 476-1811
FAX 613 476-8766

WEBSITE:
www.pelc.ca

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:00 am
to 5:00 pm, Friday 8:30 am to
4:00 pm

The Centre provides a wide range of educational services. Basic skills upgrading for high school completion and GED testing are among the services we provide. All training is individualized in both one-to-one and classroom settings. Training is a work force focus.

Eligibility Criteria: You must be at least 18 years of age.

Quinte Adult Day School

Service Boundaries: Hastings County

32 Bridge Street East
Belleville ON K8N 1L6
TEL 613 962-9615
FAX 613 962-9231

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30
am to 4:00 pm, Friday By
appointment only

15 Front Street
Trenton ON K8V 4N3
TEL 613 394-3740
FAX 613 394-4344

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Thursday 8:30
am to 4:00 pm, Friday By
appointment only

Quinte Adult Day School (QADS) provides basic literacy, numeracy, computer and employability skills upgrading to adults wishing to further independence, training/ education or employment goals. As well as providing a variety of alternative learning experiences, QADS also offers several workforce preparation programs for a number of occupations (health services, construction, call centres, etc.) QADS offers continuous intake, ongoing assessment and flexible hours. Learners can benefit from qualified instructors for up to 24 hours per week.

Eligibility Criteria: Ages: 16 years and older.

Literacy, numeracy and essential skills services that help individuals achieve goals related to further education or training, employment or increased independence - support in clarifying upgrading goals and developing a training plan to achieve them. Also academic upgrading services that help individuals develop the necessary skills for entry into college-based post-secondary education and training programs (such as apprenticeship).

Eligibility Criteria: Individuals who are out of school. Special emphasis on individuals receiving social assistance through Ontario Works.

Reading Routes

Service Boundaries: Lennox & Addington County

25 River Road
Napaneer ON K7R 3S6
TEL 613 345-5363

WEBSITE:
www.kingstonliteracy.com

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Literacy Basic Skills: Reading Routes promotes literacy by helping to identify literacy needs and providing personalized literacy services to individuals and families. Participants can choose to attend daily classes or be matched with a tutor.

Eligibility Criteria: None

OTHER LINKS & CONTACTS

This section provides links to various agencies that may be of interest if you have a disability and are trying to find work or are having trouble maintaining your employment.

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Bell Canada

Service Boundaries: Canada

600 Jean-Talon Road East
Montreal QC H2R 3A9
TOLL FREE 1 800 268-9243
TTY 1-800 268-9242

WEBSITE:
www.bell.ca

HOURS OF OPERATION
Monday to Friday 8:30 am to
5:00 pm

Provides a list of suppliers of telephone equipment to help those who are hearing impaired, blind or otherwise physically disabled. Equipment includes special handsets, volume control devices, visible signal devices, loud ringing bells, etc.

Eligibility Criteria: People with vision impairment may call for a doctor's referral form to arrange for free use of 411 information, providing the referral meets the requirements of Bell Special Needs.

Canada Pension Plan Disability Vocational Rehabilitation Program

Service Boundaries: Canada

TOLL FREE 1 800 277-9914

WEBSITE:

www.servicecanada.ca

The Canada Pension Plan Disability Vocational Rehabilitation Program is designed to help people who receive a Canada Pension Plan disability benefit return to work. In the past, many people receiving benefits because of a severe and prolonged disability believed that they were permanently out of the work force. Today, new technology, medical treatments and skills training are making it possible for some people with severe disabilities to become part of and remain in the work force. That is why the Canada Pension Plan is making vocational rehabilitation available to those who can benefit from it the most.

Canadian Abilities Foundation

Service Boundaries: Canada

340 College Street, Suite 401
Toronto ON M5T 3A9
TEL 416 923-1885
FAX 416 923-9829

WEBSITE:
www.abilities.ca

The Canadian Abilities Foundation links persons with disabilities to a variety of useful resources, including links to organizations offering support services and information on referrals for persons with disabilities. Abilities Magazine on the website is an opportunity for people with disabilities and the broader community to engage in dialogue around issues that matter to us all. The Access Guide-Canada is an online directory that contains a list of over 1,000 organizations ready to serve persons with disabilities.

Canadian Counsel on Rehabilitation and Work

Service Boundaries: Canada

500 University Avenue,
Suite 302
Toronto ON M5G 1V7
TEL 416 260-3060
TOLL FREE 1 800 664-0925
TTY 416 260-9223
FAX 416 260-3093

WEBSITE:
www.ccrw.org

WORKink (www.workink.com) is a free on line employment Counselling service for persons with disabilities. It also provides job postings from employers. YAST Youth Ability in Skilled Trades promotes the skilled trades industry as an open door for youth with disabilities to enter the Canadian workforce. Go to the webpage for the complete listing of all the programs under CCRW.

Canadian Human Rights Commission

Service Boundaries: Ontario

344 Slater Street, 8th Floor
Ottawa ON K1A 1E1
TEL 613 995-1151
TOLL FREE 1 888 214-1090
TTY 1 888 643-3304
FAX 613 996-9661

WEBSITE:
www.chrc-ccdp.ca

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

The Canadian Human Rights Commission administers and enforces the Canadian Human Rights Act. It aims to reduce inequality in the workplace. If you feel that your rights have been violated at work, you can file a complaint with the Canadian Human Rights Commission.

Community Legal Education Ontario (CLEONet)

Service Boundaries: Ontario

119 Spadina Avenue, Suite 600
Toronto ON M5V 2L1
TEL 416 408-4420
FAX 416 408-4424

WEBSITE:
www.cleo.on.ca

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

CLEO produces information materials covering the topics of social assistance, landlord and tenant law, refugee and immigration law, workers' compensation, women's rights, family law, employment insurance, and human rights. These materials are available to individuals with low incomes. CLEO does not provide any legal assistance or advice. You will find many publications on the website.

Counselling Services of Belleville & District - Adult Protective Services

Service Boundaries: Hastings County and Prince Edward County

12 Moira Street East
Belleville ON K8P 2R9
TEL 613 966-7413
FAX 613 966-7413

WEBSITE:
www.csbd.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Adult Protective Services is a program that provides support and service coordination to adults who have a developmental disability. Assistance may include: supporting individuals to speak on their own behalf; promoting and negotiating the individual's access to services and supports; short and long term planning to address current and anticipated needs and supportive counselling.

Satellite offices:
Bancroft - 2A Bridge Street West
613 332-3227,
Madoc - 108 Russell Street, 613 473-5255,
Picton - 74 King Street 613 476-7471

Eligibility Criteria: Must be 18 years or older and have a developmental disability.

Disability Information and Resources

Service Boundaries: Ontario

WEBSITE:
www.makoa.org

This website contains information for persons with disabilities. Topics cover everything from assistive devices to legal and advocacy resources.

Disabled Women's Network Ontario (DAWN)

Service Boundaries: Ontario

WEBSITE:
www.dawn.thot.net

The purpose of DAWN is to create inclusion and equality for women with disabilities. The DAWN website contains legislation relevant to persons with disabilities. It also has resources and links to other disability information sources world wide.

Extend-a-Family Kingston

Service Boundaries: Frontenac County, and Lennox & Addington County

361 Montreal Street
Kingston ON K7K 3H4
TEL 613 544-8939
FAX 613 544-9569

WEBSITE:
www.eafkingston.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED

HOURS OF OPERATION
Call for an appointment

Disability association which provides support programs including counselling and referrals, assistance in identifying and obtaining goals, facilitating integration/inclusion, and assistance in accessing community resource.

Human Rights Legal Support Centre

Service Boundaries: Ontario

Toronto ON
TOLL FREE 1 800 387-9080
TTY 1 800 308-5561

WEBSITE:
www.hrlsc.on.ca

The Human Rights Legal Support Centre offers human rights application-related legal support services to individuals who believe they have experienced discrimination.

Human Rights Tribunal of Ontario

Service Boundaries: Ontario

Toronto
TOLL FREE 1 800 387-9080
TTY 1 800 308-5561

WEBSITE:
www.hrto.ca

The Human Rights Tribunal of Ontario deals with all claims of discrimination filed under the Ontario Human Rights Code. The Tribunal resolves applications through mediation or adjudication. The Tribunal's goal is to resolve claims in a fair, open and timely manner.

Kingston Economic Development Corporation

Service Boundaries: Kingston Area

67 Brock Street
Kingston ON K7L 1R8
TEL 613 544-2725 x 228
FAX 613 546-2882

WEBSITE:
www.kingstoncanada.com

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

The Entrepreneurship Centre provides one stop shopping for information and advice on starting a small business. Services include resource centre, business consulting, workshops and publications.

Eligibility Criteria: None

Ontario Human Rights Commission

Service Boundaries: Ontario

Toronto ON
TOLL FREE 1 800 387-9080
TTY 1 800 308-5561

WEBSITE:
www.ontario.ca/humanrights

The Ontario Human Rights Commission works to promote, protect and advance human rights. Its main focus is to address the root causes of discrimination. Through outreach, cooperation and partnership the Commission aims to advance Ontario's human rights culture. If you feel that you have been discriminated against in your work by an employer, fellow employee or the policies and procedures of the organization contact the Commission.

Ontario Ministry of Labour

Service Boundaries: Ontario

51 Heakes Lane
Kingston ON K7M 9B1
TEL 613 536-7372
TOLL FREE 1 800 531-5551
FAX 613 531-5730

WEBSITE:
www.labour.gov.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
5:00 pm

Employment Standards information about minimum wage and special minimum wage guidelines that apply to students under 18 years of age working less than 28 hours per week.

Ontario Network of Employment Skills Training Projects (Onestep)

Service Boundaries: Ontario

Suite 201,
517 Wellington Street West
Toronto ON M5V 1G1
TEL 416 591-7151
FAX 416 591-9126

WEBSITE:
www.onestep.on.ca

HOURS OF OPERATION
On-line Service 24 hours

A provincial umbrella organization
supporting community based employment
and training.

Queens University- Disability Services Office

Service Boundaries: Frontenac county

LaSalle Building,
146 Stuart Street
Kingston ON K7L 3N6
TEL 613 533-6467
FAX 613 533-6740

WEBSITE:
www.queensu.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Full service for students with disabilities.
Adaptive Technology Centre at the Stauffer
Library.

Trenton Military Family Resource Centre

Service Boundaries: Hastings County, Prince Edward County and Northumberland County

Siskin Centre,
50 Rivers Drive East
Trenton ON K8V 1B8
TEL 613 965-2811, ext. 3852
FAX 613 965-7371

WEBSITE:
www.TrentonMFRC.CFBTrenton.com

WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday and Tuesday 7:30 am
to 5:00 pm, Wednesday 7:30
am to 8:00 pm, Friday 7:30 to
4:30 pm

This program has been created to assist spouses of military members and reservists in finding gainful employment. Services offered: one-on-one career counselling, resume and cover letter assistance, local labour market and employment service provider information, education information, resume translation, access to the Trenton MFRC JobShop and career resource library.

Eligibility Criteria: Must be a spouse or youth of a military member or reservist.

Trenval Business Development Corporation

Service Boundaries: Belleville, Quinte West, Stirling-Rawdon Township, Deseronto and Tyendinaga

284 Wallbridge/Loyalist Road
Belleville ON K0L 1C0
TEL 613 961-7999
FAX 613 961-7998

WEBSITE:
www.trenval.on.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm (closed between 12
and 1)

Services include small business counselling services; small business loans program for new businesses. Resource library on information regarding relevant federal and provincial programs and services available to the community.

Eligibility Criteria: Recipients of EI.

Volunteer & Information Kingston, Frontenac, Lennox & Addington

Service Boundaries: South Frontenac County and Lennox & Addington County

Canada Post Building,
120 Clarence Street, Suite 273
Kingston ON K7L 1X4
TEL 613 542-8512
FAX 613 542-8216

WEBSITE:
www.volunteerkingston.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE
FEES APPLIED: fees for some
publications

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

Information and referral on services in the
community.

Volunteer & Information Quinte

Service Boundaries: Hastings County and Prince Edward County

Century Place,
199 Front Street, First Floor
Belleville ON K8N 5H5
TEL 613 969-8862
TOLL FREE 1866 340-0866
FAX 613 969-2826

WEBSITE:
www.viq.ca

PUBLIC TRANSIT
WHEELCHAIR ACCESSIBLE

HOURS OF OPERATION
Monday to Friday 8:30 am to
4:30 pm

The VIQ manages the largest database of community services in Hastings and Prince Edward Counties.



east central ontario training board

TEL (613) 969-0720

TOLLFREE 1-800-231-9005 FAX (613) 969-0719

EMAIL ecotb@focusontraining.com

WEBSITE www.focusontraining.com