

## EMPLOYMENT SERVICES

### Division of Workforce & Employment Services

**OFFICE HOURS:** 7:30 AM – 5:00 PM (Monday-Tuesday)  
7:30 AM – 4:30 PM (Wednesday-Thursday)  
7:30 AM – 12:00 PM (Friday)

**SERVICES:** Application and placement services for job seekers. Employer job listing. Employment and placement testing. Job training programs. Referral to education and training. Job search assistance for special groups such as welfare recipients. Dislocated worker assistance. Referral to other agencies.

**ELIGIBILITY:** Anyone seeking employment is eligible.

**FEES:** None

860 W. Stephen Foster Avenue  
Bardstown, KY 40004  
Phone: (502) 348-2709  
Fax: (502) 349-6608  
SERVICE AREA: Nelson County

233 Ring Road #100  
Elizabethtown, KY 42701  
Phone: (270) 766-5110, or 766-5115, or 766-5093  
Fax: (270) 766-5112 or (270) 766-5183  
SERVICE AREA: Lincoln Trail District

516 Workshop Ln  
Lebanon, KY 40033  
Phone: (270) 692-6870  
Fax: (270) 692-6485  
SERVICE AREA: Marion County

803 Bel Vista Drive  
Springfield, KY 40069  
Phone: (859) 336-3281  
Fax: (859) 336-0034  
SERVICE AREA: Statewide

520 Bypass Road  
River Ridge Plaza  
Brandenburg, KY 40108  
Phone: (270) 422-4228  
SERVICE AREA: Meade County,  
Breckinridge County

Old Highway 60  
Hardinsburg, KY 40143  
Phone: (270) 756-2226  
Fax: (270) 756-1120  
OFFICE HOURS: 8:00 AM – 4:00 PM  
(Wednesday)  
SERVICE AREA: Breckinridge County

125 E. Market Street, Suite 16  
Leitchfield, KY 42754  
Phone: (270) 259-4912  
SERVICE AREA: Grayson County

## **EMPLOYMENT SERVICES**

**Experience Works**  
**www.experienceworks.org**  
**Corporate Office: 800-901-7965**  
**Local Information: 270-766-5115**

**OFFICE HOURS:** 7:30 AM – 6:00 PM (Monday & Tuesday)  
(Elizabethtown Office) 8:00 AM – 4:30 PM (Wednesday & Thursday)  
8:00 AM – Noon (Friday)

**SERVICES:** Older worker training services include computer courses designed and matched to individual job development needs. Provide additional training in “soft skills” such as interviewing, resume preparation, and test preparation. Individuals may qualify for scholarships based on income, age, and status. As funding is available, some jobs are also offered.

**SERVICE AREA:** Nation-wide

**ELIGIBILITY:** Senior citizens (age 55 and up) or other displaced workers.

**FEES:** None

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**Workforce Investment Act**  
**Lincoln Trail Area Career Center**  
**916 N. Mulberry Street**  
**Elizabethtown, KY 42701**  
**Phone: (270) 234-1647 or (800) 455-5587**  
**Fax: (270) 766-5112**  
**e-mail address: abelink@ltadd.org**

Services focus on providing employment information and/or training to residents of the eight-county area through a variety of programs. Some of these services will be provided by partner agencies of the Lincoln Trail Area Career Center.

**OFFICE HOURS:** 7:30 AM – 5:00 PM (Monday-Tuesday)  
7:30 AM – 4:30 PM (Wednesday-Thursday)  
7:30 AM – 12:00 PM (Friday)

**CORE SERVICES:** This level of service focuses primarily on providing information and assisting with a self-driven search for employment and includes:

- Access to computer resource room (to include the use of the internet)
- Labor market information, including availability of jobs, skill levels needed, and job search strategies
- Information on other One-Stop Partner and community services
- Basic career interest and skill assessment
- Eligibility determination for other levels of services
- Information on filing UI (unemployment insurance) claims
- Job referrals and individual job placement

## **EMPLOYMENT SERVICES**

### **Workforce Investment Act (continued)**

**ELIGIBILITY:** All interested adults

**INTENSIVE SERVICES:** This level of service focuses on providing additional assistance to the job seeker. These services include:

- Job readiness activities
- Developing an individual employment plan
- Case management and counseling services
- Comprehensive and specialized assessment
- Short term pre-vocational services

**ELIGIBILITY:** A person may be determined eligible based on one of three separate categories:

1. Adult - 22 years of age or older, economically disadvantaged, unable to obtain employment through Core Services
2. Older Youth - 18 - 21 years of age, economically disadvantaged, unable to obtain employment through Core Services
3. Dislocated Worker - lost a job through no fault of their own
  - displaced homemaker
  - unable to obtain employment through Core Services

**TRAINING SERVICES:** This level of services is provided to people who do not possess the skills necessary to gain a level of employment resulting in self-sufficiency. Services at this level include:

- Occupational skills training
- Skill upgrading and retraining
- Customized training

**ELIGIBILITY:** For all categories:

- Unable to obtain employment through Core and Intensive Services
- Has been determined eligible for Intensive Services
- Shows a need for training

**YOUTH SERVICES** (contracted training programs): Services for youth are focused on providing academic and occupational training that will prepare youth to succeed in educational and employment endeavors. Services include:

- Specialized academic instruction leading to secondary school completion or drop-out prevention
- A variety of work experience activities
- Occupational skills training
- Leadership development opportunities
- Adult mentoring

**ELIGIBILITY:**

- Ages 14 - 21
- Economically disadvantaged
- Possess one youth barrier as defined in the Workforce Investment Act

## **EMPLOYMENT SERVICES**

### **Workforce Investment Act (continued)**

**SERVICE AREA:** Statewide, but priority given to residents of Breckinridge, Grayson, Hardin, LaRue, Marion, Meade, Nelson, and Washington counties.

**FEES:** None

**TRADE ACT:** Trade Adjustment Assistance (TAA) is a Federal entitlement program which provides services to individuals who lose their jobs as a result of increased imports. Services focus on providing employment and training opportunities to help unemployed individuals transition back into the workforce. There are also additional benefits available under this program

**ELIGIBILITY:** Individuals who have been laid off from a company with an approved Trade petition.

**SERVICE AREA:** Statewide, but priority given to residents of Breckinridge, Grayson, Hardin, LaRue, Marion, Meade, Nelson, and Washington counties.

**FEES:** NONE