



# NOVA SCOTIA WORKS

6950 Mumford Road  
Halifax, Nova Scotia B3L 4W1  
Phone 902-455-9675  
www.jobjunction.ca



**Job Junction**

**Hours of Operation**  
Monday, Tuesday, Thursday, Friday  
8:30am - 4:30pm  
Wednesday  
10:00am - 4:30pm  
July and August: Close at 4pm

Follow Us!



## Welcome

At **Job Junction** we can offer you a wide range of employment services and resources.  
*All of our services are offered without cost to you!*

### SELF SERVE RESOURCE CENTRE

- 18 Computers with internet access for creating résumés and cover letters
- Photocopier and fax machine for copying and faxing résumés to employers
- Scanner for converting a document to an electronic version
- Telephone for contacting employers
- Access to your email account for job search purposes
- On-site job fairs and recruiting events
- Typing Tutor program
- *Career Cruising* online career decision making software
- Job Board-both online and in our resource centre
- Easy online access to hundreds of websites with job postings
- Knowledgeable staff to offer guidance
- Accessibility Computer available
- Resume, Cover Letter, and LinkedIn Critiques
- Web Conferencing technology available
- Employment and career resource library

### WORKSHOPS

- Résumé Writing
- Ace the Interview
- Hidden Job Market
- Transferable Skills
- Communication Skills
- Résumé Toolkit
- Cover Letter
- Career Planning
- Social Networking
- WHMIS
- Microsoft Word Level 1 & 2
- Microsoft Excel Level 1 & 2
- Microsoft Power Point
- Stress Management

### CASE MANAGEMENT SERVICES

- Employment Counselling
- Career Decision Making
- Job Search Strategies
- Assessment of Employment Needs
- Labour Market Information Research
- Job Development

Information & Assistance regarding Employment Nova Scotia programs including:

- Skills Development
- Job Creation Partnerships
- START Program
- Self-Employment Benefits



# Case Management Services in HRM Area Updated Sept 2018

## Halifax

### TEAM Work

7051 Bayer's Road, Suite 501 (5th Floor)  
Halifax, NS B3L 2C1  
P: 902-422-8900  
F: 902-422-3992  
W: [www.teamworkbridge.org](http://www.teamworkbridge.org)

### YMCA Employment Centre

2269 Gottingen Street  
Halifax, NS B3K 3B7  
P: 902-425-3464  
[www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### Job Junction

6950 Mumford Road  
Halifax Shopping Centre Annex  
Halifax, NS B3L 4W1  
P: 902-455-9675  
F: 902 453-2345  
E: [contact@jobjunction.ca](mailto:contact@jobjunction.ca)  
W: [www.jobjunction.ca](http://www.jobjunction.ca)

## Dartmouth

### YMCA Employment Centre

14-118 Wyse Road  
Dartmouth, NS B3A 1N7  
P: 902-461-2513  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### YMCA Employment Centre

35 Wilfred Jackson Way  
Dartmouth, NS B2Z 1A8  
P: 902-461-2513  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### YMCA Employment Centre

5 Cumberland Drive (Cumberland Plaza)  
Cole Harbour, NS B2V 2T6  
P: 902-461-2513  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

## Other Areas of HRM

### Opportunity Place Career Resource Centre

108 Cobequid Road, Suite 100  
Lower Sackville, N.S. B4C 2N2  
P: 902-864-7520 F: 902-869-3836  
E: [staff@opportunityplace.ca](mailto:staff@opportunityplace.ca)  
W: [www.opportunityplace.ca](http://www.opportunityplace.ca)

### YMCA Employment Centre

22756 Highway # 7  
Sheet Harbour, NS B0J 3B0  
P: 902-885-3593  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### YMCA Employment Centre

1515 Main Road Eastern Passage, NS B3G 1M7  
P: 902-461-2513  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### YMCA Employment Centre

12943 Highway 224 Musquodoboit, NS B0N  
2H0 P: 902-384-2390  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)

### YMCA Employment Centre

5228 Highway 7 Porters Lake, NS B3E 1J8  
P: 902-827-4117  
W: [www.ymcaemploymentcentre.ca](http://www.ymcaemploymentcentre.ca)