

Career Planning Programs & Resources for Older Youth

Jackson County CASA

July 2023



*Overview document for CASA
career planning resources*

Career Programs & Resources

There are many resources available online and in the Kansas City metro area that can help you find a job and start you on a path to your first career. There are so many, in fact, that it can be overwhelming! This list provides some **places to get you started**. You can learn about yourself and available jobs, get training, and get advice on what to do to find the job that's right for you.

The most important thing is to create a **plan of action**: What things will you do to find a job? Many of the resources below can help guide you to create and implement a plan. There are also self-guided tip sheets to get you started that **cover four key areas**: writing a resume, applying for a job, interviewing, and getting off to a great start.

It helps to have a **partner or mentor** to create your plan and choose the steps you'll take – and the resources to help get going. Your CASA volunteer, high school or college counselor, foster parent, therapist, and Chafee worker are all possible people to work with you as you create and implement this plan.

***Help us make these materials even better!** What do you think of these resources? Have you found some others that were very helpful? We'd love to hear from you!*

Please write Kandi Bond, Older Youth Coordinator, at kbond@jacksoncountycasa-mo.org with any feedback or ideas.

jobs.mo.gov

You can assess your skills, get training, prepare for college, and look for jobs in Missouri from this great website! Whether you're looking for your first job or finding a career after college, this site has many resources to help you.

Because this site is so comprehensive, it can be hard to know where to start. Here are a few good places to get help you navigate this great resource:

Get started. Contact a Missouri Job Center to make an appointment and to learn more. There are several in the Kansas City area and across the state.	https://jobs.mo.gov/job-centers
Be in the know. Get text messages for available jobs and training.	Consider getting text messages on employment and training through Missouri Job Centers.
Find jobs. Learn about employment resources specifically for young adults, including internships and apprentices. <i>(For "buildtrybe," contact Kandi Bond for information on current contact at Cornerstones of Care to learn about apprentices.)</i>	https://jobs.mo.gov/jobseeker/young-adult-employment-assistance https://www.feckc.org/youth-services https://www.buildtrybe.com/
Take a class. Consider attending a workshop on career exploration, networking, resume writing, interviewing, and learning basic computer skills.	https://jobs.mo.gov/jobseeker/workshops

Local Career Resources

Literacy KC: Resources for High School Students

<https://literacykc.org/programs/>

Contact: 816.333.9332 (HiSET), 816.231.2700 (ESL) or email us at info@literacykc.org

Career Online High School

Career Online High School is an exciting program that allows students to earn an accredited high school diploma with an attached career certificate. Kansas City Public Library, Mid-Continent Public Library, and Literacy KC joined together to bring this program to the metro in January 2016, and the demand and community response has been overwhelming. Now even the busiest of students can obtain a high school diploma with the convenient any-time, anywhere web learning platform and additional support from an academic coach.

Your CASA volunteer can help you find the right resources if you want to explore HiSET and ESL (English as a Second Language), math, and create writing classes.

Resources for College Students

Almost all colleges have some kind of career center. Make an appointment and learn what's available to help you find a job that's a good fit for you! These career centers often spend time helping you clarify your values, knowledge, skills, and interests as you start on a career path. They also have resources to help you find jobs.

- UMKC: <https://www.umkc.edu/career-services/students/index.html>
- MCC: <https://mcckc.edu/career-services/>
- JCCC: <https://www.jccc.edu/student-resources/career-development/>

Looking to prepare for college? Check out <https://journeytocollege.mo.gov/> and learn more about financial aid at <https://jobs.mo.gov/jobseeker/training-education/financial-aid> and <https://dhewd.mo.gov/ppc/>

Technology Access and Learning

Need help to gain skills or access to technology to do your career planning and apply for jobs? Check out the options below to find something that best meets your needs!

Local Libraries	Other Options
<p>The Kansas City Public Library has computers, hotspots, printers and other technology you may need. You can take online training to develop your technology skills or even get one-on-one consulting help.</p> <p>https://kclibrary.org/services/technology https://kclibrary.org/topics/online-learning</p> <p>Mid-Continent Public Library also has a lot of great resources available to you, such as Chromebooks and hotspots! Check out their vast collection of online learning, too.</p> <p>https://www.mymcpl.org/ https://www.mymcpl.org/services https://www.mymcpl.org/services/online-learning</p>	<p>jobs.mo.gov has free online learning, including technology classes. You can learn to type and how to use Microsoft Office products such as Word or Excel.</p> <p>https://jobs.mo.gov/jobseeker/online-learning-modules</p> <p>Literacy KC offers free classes via Zoom or in a classroom. You can find out more info on their website.</p> <p>https://literacykc.org/programs/digital-literacy/</p> <p>Did you know? The Jackson County CASA office has a computer that's accessible to you, too! Talk with your CASA volunteer or the Older Youth Coordinator for more info.</p>

Career Advice & Resources

There are a lot of websites available to help people be successful in finding the right job. Check out these sites to find samples and gain insight into the world of job-seeking and managing your career.

<https://www.careercontessa.com/>

Includes articles, videos, podcasts, and other ways to give you info and advice about planning your career and finding a job.

<https://www.indeed.com/career-advice>

Indeed.com is well known as a website people can use to apply for jobs. Employers can post open jobs on this site, too. Indeed also has great career advice and samples, including resources for younger or less experienced people.