



Missoula County Dislocated Worker Resources - Wood Products Industry

Dislocated workers encompass individuals who have been laid off or terminated and deemed eligible for unemployment benefits, as well as those who have received notice of termination or layoff due to a permanent business closure or downsizing.

#1 Resource: Missoula Job Service

The primary resource for dislocated workers in Missoula County is the Missoula Job Service Center. The staff at Missoula Job Service can assist in navigating unemployment and training benefits, support the job search process, and facilitate access to local training programs.

Individuals can schedule an appointment with the Job Service by phone or email, or visit in person for walk-in services:

Missoula Job Service
539 S 3rd Street West
Missoula, MT 59801
Phone: (406) 728-7060
Email: MissoulaJSC@mt.gov

For further details on the assistance provided by the Missoula Job Service and initial steps following a job loss, please refer to the attached *Rapid Response Handout*.

Local Training Options

Missoula offers numerous options for individuals seeking new training and credentials to pursue locally in-demand jobs. Dislocated workers are eligible for benefits to support retraining through the Workforce Innovation and Opportunity Act.

Accelerate Montana Rapid Training Program

Accelerate Montana offers courses tailored to help individuals acquire the skills necessary for careers in Montana's rapidly growing sectors, including construction, manufacturing, technology, healthcare, film, and media. These courses align with the skill demands expressed by industries.

Visit: <https://www.acceleratemt.com/all-courses>



Missoula College

Missoula College provides training in computing and electronics, business, health professions, and trades. The RevUp Montana training programs are accelerated training initiatives designed to swiftly prepare individuals for higher-paying jobs in Montana.

Contact: Christopher Prosa, Director of Workforce Training and Career Education

Phone: 406-243-7816

Visit: <https://www.umt.edu/missoula-college-outreach/default.php>

Missoula Lifelong Learning Center

The Missoula County Public Schools Adult Education Division at The Lifelong Learning Center offers over 300 classes and courses supporting careers in construction and trades, informational technology, hospitality, and business.

Visit: <https://missoulaclass.com/>

New Employment Resources

Dislocated wood products industry workers possess skills transferable to other manufacturing companies or the construction trades. Most regional employers advertise open positions on [Indeed.com](https://www.indeed.com).

Manufacturing, warehouse, and construction employers with open positions as of March 2024 include:

- Alcom of Montana (Bonner)
- Spectrum Aquatics (Missoula)
- ISCO Industries (Missoula)
- Big Sky Fulfillment (Bonner)
- OSRX (Missoula)
- UFP Industries (Bonner)
- Tripp Lumber Co. (Missoula)
- Knife River (Missoula)
- Jackson Contractor Group (Missoula)

Job Service

MONTANA

RAPID RE-EMPLOYMENT GUIDE

We can put you on the path to your next job!



Immediate Actions

Here are the actions you can take right now to get a solid headstart on your next career opportunity.

Page 1

Assess & Evaluate

Would you like to work in the same industry, try something entirely new, or somewhere in between?

Page 3

Upgrade Your Skills

Work-based learning, certificate programs, and occupational skills training are all options available.

Page 4

Resume & Interviews

Our staff can show you the latest trends in applying for jobs, resumes, networkings, and job interviewing.

Page 5

Job Service Montana

We provide customer-focused employment and training support, resources, and opportunities.

Page 6



Immediate Actions

After a job loss, it is normal to feel a bit lost and anxious. But Job Service Montana can help you identify your next steps to get a solid headstart on the next phase of your life and career.

Talk to your employer about:

Insurance Benefits

- If you have job-based health insurance, check if your plan will extend coverage for a certain period.
- Ask about COBRA coverage, which could allow you to maintain your insurance coverage after leaving your job.

First, File Your Unemployment Insurance (UI) Claim

Unemployment Insurance benefits are meant to help laid-off workers stay financially stable while seeking re-employment. Here's what to know about filing your claim.

Ways to File your UI Claim

- Go to montanaworks.gov to sign up for an account
- Or call 406-444-2545 to file a claim by phone.

Important Information to Have on Hand:

- Your Social Security number, or Alien Registration number for non-US Citizens
- Name, address, and dates of employment for any job you've worked in the past 18 months
- You will need a bank routing number and account number for direct deposit of benefits

Important!

Keep working for your current employer until the actual layoff occurs.

Quitting earlier may affect your eligibility for UI benefits, training programs, and other resources.

Ask for a Layoff Letter

- Ask your HR department for a layoff letter, which should include information about the nature of your job loss.
- This proof that getting laid off was out of your control will be needed as documentation for potential training benefits.

Identity Verification

- For your protection and to reduce fraudulent claims, you will be asked to confirm your identity using ID.Me when you first file a claim.
- Job Service Montana or Montana UI (406-444-2545) can help you complete this essential part of the UI Claim process.

Important Things to Know About the UI Process

- Filing a claim is not the same as requesting payment. Once your claim is filed, **you must request payments** to receive your UI benefits.
- You must sign a Claimant Agreement.
- The **Montana UI Claimant's Handbook** has all the information you will need to successfully file your claim—scan the **QR code** on the left to get the Handbook.





Assess & Evaluate

Would you like to work in the same industry, try something entirely new, or somewhere in between? Job Service Montana Career Coaches have the tools to help you decide on a path forward, lay out a career plan, and land that new job!



CAREER PLANNING

What can a Job Service MT Career Coach do for you?

Our Career Coaches can help you:

- Explore your interests and abilities
- Plan your career goals—whether you want to change occupations completely, or find a better-paying position in your current field.
- Prepare a comprehensive employment plan.
- Provide counseling in job search, training opportunities, and career planning.

Assessments – What skills do you already have and which do you want to learn?

Career Coaches provide assessments to help identify your skills, interests, and experiences and match them to a new career. We can assess:

- Literacy, math skills, and English proficiency
- Your skills that can be transferred to another career
- Aptitudes (including for non-traditional jobs)
- Abilities (this can help identify skill gaps)
- Career interests
- Employment barriers
- Training opportunities
- Financial and supportive service need



Upgrade Your Skills

Your Job Service Montana Career Coach can help you find training opportunities such as Work-Based Learning, Certificate Programs, and Occupational Training. These help you develop skills, experience, and exposure to careers based on your interests and abilities.

Job Service MONTANA

Training programs available through Job Service Montana:

- Montana Registered Apprenticeship
- Rapid Retraining Programs
- Remote Work Certification
- Occupational Training



Work-Based Learning Includes:

- On-the-Job Training (OJT)
- Apprenticeships
- Work experiences and internships

Skill Development helps:

- Address gaps in current skill levels
- Develop new skills
- Advance toward industry-recognized certificates and post-secondary credentials



Resume & Interviews

Your Job Service Montana Career Coach can help you update & customize your resume for the job you want. They will get you ready to shine during the interview. Job Service Montana can help you land that job!



Refresh Your Resume...

- **Tailor it to the position** – The qualifications listed in a job description let you know what a company or hiring manager is looking for. Use keywords from the job posting to highlight your most relevant skills and experience.
- **Be concise** – Avoid putting too many details in your resume. Hiring managers tend to receive multiple resumes at once, so avoid redundancy.
- **Keep it professional** – Typically, hiring managers and recruiters contact prospective job applicants via email. Listing a professional email address on your resume is extremely important.
- **Don't forget a cover letter** – When sending a resume (especially online), don't forget to include a cover letter.
- **Always proofread** – Before submitting your cover letter and resume, review it for possible errors. You can also ask a friend or loved one to check for spelling, grammar, or punctuation mistakes.

..and Polish those Interview Skills

Your Career Coach will prepare you to put your best foot forward in any type of interview situation:

- In-person
- Online/virtual
- Phone





Job Service Montana

Public Resource Rooms

We provide free access to computers, printers, copiers, and Job Service staff ready to assist!

ARPA Rapid Retraining Program

This program provides resources for Montana's citizens who seek employment and self-sufficiency. The program helps people upgrade their skills to get the jobs they seek. With the Rapid Retraining program, employers and employees receive assistance and resources with training, materials, and wages.

montanaworks.gov/job-service-montana

Montana's statewide network of workforce centers provide customer-focused employment and training opportunities.

Workforce Innovation & Opportunities Act (WIOA) Occupational Training

WIOA programs are available to help eligible Adults, Youth and Dislocated (Laid-Off) Workers obtain or retain employment that provides family-sustaining wages.

One-on-One Career Coaching

Our Career Coaches provide a range of services, from helping you figure out what you want to do, to exploring opportunities for professional growth. They can help you set goals and devise a plan to meet them, and will support you on the path to your new job.

Montana Career Lab

Find resources such as the Montana Career Guide and a link to the Montana Career Information System at lmi.mt.gov/career/index.

There are 17 Job Service offices throughout Montana

To find which office services your area, call the office closet to you
(see map) or go to montanaworks.gov/job-service-montana.



Hours of Operation:
M-T, Th-F - 8 am to 5 pm
Wednesdays - 11 am to 5 pm