



# HELP-link



## EXPLORE

Employment Options



## CONNECT

with Local Employers



## ACHIEVE

your Career Goals

SIGN UP FOR HELP-LINK TODAY AT  
**JOBS.MT.GOV**

OR BY VISITING YOUR LOCAL JOB SERVICE OFFICE

## OFFICE LOCATIONS

### ANACONDA

307 East Park Avenue  
Anaconda, MT 59711  
(406) 563-3444

### BILLINGS

2121-B Rosebud Drive  
Billings, MT 59102  
(406) 652-3080

### BITTERROOT

274 Old Corvallis Rd. Ste. D  
Hamilton, MT 59840  
(406) 363-1822

### BOZEMAN

121 North Willson Ave.  
Bozeman, MT 59715  
(406) 582-9200

### BUTTE

2201 White Blvd.  
Butte, MT 59701  
(406) 494-0300

### CUT BANK

501 East Main St.  
Cut Bank, MT 59427  
(406) 873-2191

### DILLON

730 N. Montana St. Ste. 4  
Dillon, MT 59725  
(406) 683-4259

### FLATHEAD

427 First Avenue East  
Kalispell, MT 59901  
(406) 758-6200

### GLASGOW

74 4th Street North  
Glasgow, MT 59230  
(406) 228-9369

### GLENDIVE

211 S. Kendrick Ave.  
Glendive, MT 59330  
(406) 377-3314

### GREAT FALLS

1018 7th Street S.  
Great Falls, MT 59405  
(406) 791-5800

### HAVRE

160 First Avenue  
Havre, MT 59501  
(406) 265-5847

### HELENA

715 Front Street  
Helena, MT 59601  
(406) 447-3200

### KOOTENAI

417 Mineral Ave., Ste. 4  
Libby, MT 59923  
(406) 293-6282

### LAKE COUNTY

417B Main Street  
Polson, MT 59860  
(406) 883-7880

### LEWISTOWN

300 First Avenue North  
Lewistown, MT 59457  
(406) 538-8701

### LIVINGSTON

220 East Park Street  
Livingston, MT 59047  
(406) 222-0520

### MILES CITY

12 N. 10th Street  
Miles City, MT 59301  
(406) 232-8340

### MISSOULA

539 S. Third Street W.  
Missoula, MT 59801  
(406) 728-7060

### SANDERS COUNTY

2504 Tradewinds Way Ste. 1  
Thompson Falls, MT 59873  
(406) 827-3472

### SHELBY

202 Main Street  
Shelby, MT 59474  
(406) 434-5161

### SIDNEY

211 North Central Ave.  
Sidney, MT 59270  
(406) 433-1204

### WOLF POINT

201 Main Street  
Wolf Point, MT 59201  
(406) 653-1720

### LAME DEER WIRC

20 W. Dog Soldier St.  
Lame Deer, MT 59043  
(406) 477-6611

## SIGN UP TODAY!

# JOBS.MT.GOV



Montana Department of  
**LABOR & INDUSTRY**

... copies of this public document were published at an estimated cost of \$... per copy, for a total cost of \$..., which includes \$... for printing and \$... for distribution.



# JOB SERVICE MONTANA



# HELP-link

Connecting healthy workers to brighter futures



Montana Department of  
**LABOR & INDUSTRY**



# MONTANA'S JOB SERVICES ARE COMMITTED TO HELPING YOU REACH YOUR CAREER GOALS.

HELP-Link is a free workforce program for Montanans covered by Medicaid under the Montana HELP Plan. Created by the HELP Act, HELP-Link connects Medicaid enrollees with high quality workforce training, employment services, and job openings in local communities.



## EMPLOYMENT SERVICES

### REGISTRATION

Registering with Job Service is the first step in your job search. This will connect you with local job openings across Montana. Searching for jobs is easy and accessible through [jobs.mt.gov](http://jobs.mt.gov). Our staff will help you register and provide training on how to use [jobs.mt.gov](http://jobs.mt.gov).

### ASSISTANCE WITH:

- RESUMÉS AND COVER LETTERS
- JOB APPLICATIONS
- INTERVIEW SKILLS

### RESOURCE CENTER

Our offices provide a one-stop shop to help you with your job search. Resources available to job seekers include computers, internet access, copy and fax machines, printers, telephones and career research using the Montana Career Information System (MCIS).

### SKILLS TESTING

We offer over 1,500 testing options to showcase your skills and abilities to employers. These tests help identify your strengths as you navigate your job search. We can also help you develop your Individual Employment Plan (IEP).

### WAGE NEGOTIATION

Our staff can help you learn the skills required to negotiate your wages and benefits.

### LABOR MARKET & CAREER INFORMATION

Knowing which occupations are in demand will help you make an informed decision for your future. Labor Market Information (LMI) has information about in-demand jobs, wage rates, labor market statistics, and health and safety information.

### VETERANS OF THE MILITARY & ELIGIBLE SPOUSES

If you have served at least one day in active military service or are a National Guard or Reserve member who has been called to active duty, and received a discharge not classified as other than honorable, or are a qualifying spouse, you will receive priority of service. As a veteran, you may benefit from additional services and be given preference in employment training and placement services.

### DISABILITY RESOURCE COORDINATOR

If you have a disability, our Disability Resource Coordinator can assist you in connecting and identifying appropriate community resources to help remove employment barriers. Examples include training, transportation and housing. We can also provide consultation to employers about providing reasonable accommodations to employees with disabilities.

### MONTANA CAREER INFORMATION SYSTEM (MCIS)

MCIS provides information on career assessments, occupation and employment information, education and training, and financial aid. This online program can assist you in selecting the best education and career paths.

[mtcis.intocareers.org](http://mtcis.intocareers.org)

## TRAINING OPPORTUNITIES



### WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA)

The Workforce Innovation and Opportunities Act (WIOA) provides re-employment and training services. We can work with you to see if you qualify for this program.



### MONTANA REGISTERED APPRENTICESHIP

Montana Registered Apprenticeship is a partnership with over 600 local businesses throughout the state. Earn while you learn the skills required by your employer. This program provides a wide variety of full-time employment and on-the-job training. Once completed, you will receive a nationally and industry recognized certificate or credential.

### ON-THE-JOB TRAINING

Obtain training from an employer through your local Job Service office. Employers can be reimbursed for up to 90% of the wages they pay to employees.