

All SCEA workshops welcome People with Disabilities. Additional accommodations are available. Please ask about our PWD facilities and assistive technologies.




# FEBRUARY 2021 ONLINE CALENDAR

To sign up for workshops call:  
**416-396-8100, 416-396-8101**

ONLINE LINK: [SCEA Workshops/Info Session Link](#)

SCEA Office will be providing remote/virtual services **only** until further notice. We are still here to help. For any questions, please email us [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca)

Monday	Tuesday	Wednesday	Thursday	Friday
1 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	2 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	3 DAILY ONLINE - MS OFFICE TUTORIALS/TESTING &, PRE-EMPLOYMENT ASSESSMENT TOOLS <a href="#">REGISTER</a>	4 RESUME & COVER LETTER REVIEWS & UPDATES <a href="#">REGISTER</a>  CPA ONTARIO INFORMATION SESSION <a href="#">REGISTER</a>	5 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. Instructor Led) <a href="#">REGISTER</a>
8 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	9 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	10 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) <a href="#">REGISTER</a>	11 RESUME & COVER LETTER REVIEWS & UPDATES <a href="#">REGISTER</a>  CPA ONTARIO INFORMATION SESSION <a href="#">REGISTER</a>	12 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. Instructor Led) <a href="#">REGISTER</a>
15 FAMILY DAY (SCEA CLOSED) 	16 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	17 DAILY ONLINE - MS OFFICE TUTORIALS/TESTING &, PRE-EMPLOYMENT ASSESSMENT TOOLS <a href="#">REGISTER</a>	18 RESUME & COVER LETTER REVIEWS & UPDATES <a href="#">REGISTER</a>  MS POWERPOINT PRESENTATION 10AM-12PM <a href="#">REGISTER</a>	19 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. Instructor Led) <a href="#">REGISTER</a>
22 ONLINE MS WORD FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	23 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	24 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) <a href="#">REGISTER</a>	25 RESUME & COVER LETTER REVIEWS & UPDATES <a href="#">REGISTER</a>  CPA ONTARIO INFORMATION SESSION <a href="#">REGISTER</a>	26 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. Instructor Led) <a href="#">REGISTER</a>

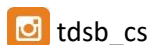
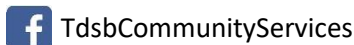
Scarborough Centre for Employment Accessibility  
3495 Lawrence Avenue East, Unit 203  
(Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking)  
Email: [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca) • Website: [www.AccessibleERC.com](http://www.AccessibleERC.com)  
416-396-8100 | 416-396-8101



Operated by



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## SPECIAL PRESENTATIONS:

The Ontario Government has a new initiative to help jobseekers and will be covering the cost to **FREE** online COVID-19 and Occupational Health and Safety Training Courses. These courses will be offered by 4S Consulting. Please register click the following link **REGISTER**. Upon completion of the required courses, you will receive your certification. See below for your options:

COVID-19 Awareness - Administrative Offices (**covid19admin**)

COVID-19 Awareness for Skilled Trades/Tech Services (**covid19afsttsers**)

COVID-19 Awareness for Construction Site (**covid19afcs**)

COVID-19 Awareness for Employers (**covidforempr**)

COVID-19 Awareness - Sanitation (**covid19awnsnts**)

COVID-19 Awareness for Industrial Sector (**covid19afisers**)

COVID-19 Awareness for Employees (**covidforemple**)

COURSE	ENGLISH	FRENCH
Accessibility for Ontarians With Disabilities Act	<input checked="" type="checkbox"/>	
Conducting Investigations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health and Safety Representative (HSR)	<input checked="" type="checkbox"/>	
Ladder Safety	<input checked="" type="checkbox"/>	
Manual Material Handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Slips, Trips and Falls	<input checked="" type="checkbox"/>	
Workplace Hazardous Materials Information System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workplace Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workplace Violence and Harassment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**NEXT-STEPS Employment Advisor by Appointment:** \*Must bring SIN Card, Government Issued piece of ID and Resume\*

Meet online with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

## Employment Opportunities:

**TDSB: Administrative Assistant-** [https://www.tdsb.on.ca/portals/default/Job\\_Postings/21-0005NTE%20-Administrative%20Assistant%20Compensation%20Services%20\(Acting\)%20TDSB%20External.pdf](https://www.tdsb.on.ca/portals/default/Job_Postings/21-0005NTE%20-Administrative%20Assistant%20Compensation%20Services%20(Acting)%20TDSB%20External.pdf)

## TDSB On-Call Positions:

**Office Support:** <https://surveys.tdsb.on.ca/index.php?r=survey/index/sid/311753/lang/en>

## A.S.P. Incorporated Positions:

Mobil Patrol Supervisor: <https://securityasp.applicantpro.com/jobs/1602084.html> (job description attached to email)

Respite Protection Specialist – NEEDS security license (various downtown Toronto openings)

- Looking for 2 years of experience preferably, \$22/hr to start if 2 years experience

Crossing Guards: No experience required; customer service preferred; Perfect for semi-retired/retired

**Contact: Keba Walters - HR Recruiter**

**A.S.P. Incorporated - Mobile: 416-994-5901**

## Community Partners Events:

TTC and The Toronto Public Library are working together to provide complimentary PRESTO Cards to people who do not yet have one or may face challenges purchasing one. For more information, please visit [tpl.ca/presto](http://tpl.ca/presto) or call 416 397 5981.

Toronto Public Library: Cedarbrae library branch remains open during the Grey Lockdown, with restrictions. We are offering in-branch computer access and holds pick-up service during opening hours. All in-branch programs have been cancelled until further notice. Online programming and access to digital resources are available. You can learn more about the changes here: <https://torontopubliclibrary.typepad.com/programming/our-reopening-plan.html>