

Bradford County Action (BCA) serves adult and youth customers (aged 14 and over) with assistive education, employment and training activities such as:

- Orientation, intake, assessment and eligibility determinations;
- Adult basic education (ABE) and GED® classes and state approved practice and complete GED® testing;
- Academic, aptitude and career interest assessments;
- Identification of marketable skills required for successful employment;
- Incorporation of the necessary workplace skills and employer expectations into presentations, activities and classes to better prepare customers for the workforce;
- Matching employment needs of customers with training opportunities;
- Work experience placements for youth and transitional employment placements for adults;
- On the Job Training placements;
- Community assistance referrals;
- Intensive case management;
- Workshops including topics such as budgeting, academic skills, workplace behavior and ethics, successful interpersonal communication, career preparation and exploration, critical thinking, resume building, interviewing skills, customer service, teamwork, social media and job searching, Word, Excel and computer skills;
- Cooperative programs with local agencies, criminal justice, youth programs, family assistance networks, etc. to facilitate referral and coordination of services;
- Post-secondary skills training assistance, placement and funding accounts/contracts;
- On-site clerical/computer skills, pre-LPN/CNA, pre-CDL and retail pre-vocational skills training;
- Job development assistance;
- Job readiness, employability and job search activities;
- Job retention and follow up services;
- Community service, job shadowing and volunteer placements;
- Job seeker peer support group;
- Supportive services and assistance addressing barriers to success;
- Incentives and recognition;
- Job fairs;
- Regular employer contact to provide information such as tax credit and bonding, work based training opportunities, labor market trends, occupational wage information, etc.;
- and
- Job developing, job coaching and on site placement assistance.

BCA currently collaborates with PA CareerLink staff to provide:

- Workshops at the PACL Bradford County on topics such as Career Exploration, Interviewing, Resumes/Cover Letters, Job Club, Social Media and Job Searching, Word and Excel;
- Integrated activities via Career Resource Center and Career Pathways Navigator duties;
- Mobile access to PACL services at several satellite locations in Bradford County;
- Coordinated pre-apprenticeship training, Re-Entry Services and Fit 4 Work training for customers;
- Onsite case management and job development to ensure basic and individualized career services, training/placement opportunities and business services meet customer and employer needs; and
- Adult Basic Education and GED® classes and testing access at the PACL Tioga County.

BCA has over 50 years of experience working with employers in the region to address their hiring needs and has well-established relationships with employers representing manufacturing, healthcare, meat-processing, retail, school districts, small business, transportation, government, human services and the food service industry.

BCA staff participates in the regional Business Services team activities, makes employer site visits and regularly attends local career and job fair events to discuss hiring needs with employers.

BCA experience with the adult education and workforce system in the Northern Tier region began over 50 years ago with BCA providing:

- Manpower Development Training Act (MDTA) funded services to residents and employers of Bradford and Sullivan Counties;
- Comprehensive Employment and Training Act (CETA) funded services which replaced MDTA; BCA provided services to residents and employers in Bradford, Sullivan, Susquehanna, Tioga, and Wyoming counties; In addition, BCA operated two public service employment programs in Bradford County through an agreement with the Bradford County Commissioners;
- Job Training Partnership Act (JTPA) services which replaced CETA and were funded through contracts with the Northern Tier Regional Planning and Development Commission (NTRPDC) to Bradford County residents and employers; BCA also expanded educational services through contracts with the Pennsylvania Department of Education;
- Workforce Investment Act (WIA) funded services which replaced JTPA; BCA continued to provide training and employment services, primarily in Bradford County, along with educational services in Bradford, Tioga, Susquehanna and Wyoming counties; and
- Workforce Innovation and Opportunity Act (WIOA) funded services which currently include educational services to residents of Bradford, Susquehanna, Wyoming and Tioga counties and employment and training services to residents of Bradford County.