

## How Can We Help You?



Please call or visit your nearest representative for more information and to inquire about eligibility.

Northwest  
(Cibola, McKinley & San Juan)

**(505) 445-5359**

North Central  
(Los Alamos, Rio Arriba,  
Santa Fe & Taos)

**(505) 336-4524**

Northeast  
(Colfax, Mora & San Miguel)

**(505) 510-0557**

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY) Funded by the Department of Labor



For more information on jobs, job fairs,  
and hiring events:

[nnmworkforceconnection.com](http://nnmworkforceconnection.com)  
[facebook.com/northern.board.7](https://facebook.com/northern.board.7)



## YOUTH SERVICES

New Mexico  
**Workforce Connection**

*A Proud Partner of the American Job Center Network*



### OUT-OF-SCHOOL YOUTH AGES 16-24

- DISCOVER SOFT SKILLS
- BASIC SKILLS DEFICIENCY
- JOB READINESS TRAINING
- GAIN WORK EXPERIENCE
- GET YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

## Workforce Innovation and Opportunity Act

The federal Workforce Innovation and Opportunity Act Title 1B Youth Program provides services to youth ages 16-24. The main focus of the Youth Program is to increase longer-term academic and occupational learning opportunities. Youth services are provided to out-of-school youth ages 16-24.

The Youth Program is designed to prepare youth to either enter post-secondary education, training or employment upon completion of their secondary education.

### Out-of-School Youth

Out-of-School Youth is an individual who is not attending any school, not younger than age 16 or older than age 24 and has one or more of the following barriers:

- School dropout
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
- A homeless youth, a runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

## Skills to Pay the Bills

"Skills to Pay the Bills: Mastering Soft Skills for Workplace Success," is a curriculum developed by the Department of Labor's Office of Disability Employment Policy, focused on teaching "soft" or workforce readiness skills to youth, including youth with disabilities.

Created for youth development professionals as an introduction to workplace interpersonal and professional skills, the curriculum is targeted for youth ages 16 to 24 in both in-school and out-of-school environments. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas:

- Communication
- Enthusiasm and Attitude
- Teamwork
- Networking
- Problem solving and critical thinking
- Professionalism

### Job Readiness Training

The Youth Program offers eligible youth the opportunity to receive job readiness training, which consists of learning the fundamental expectations that employers have with employees, such as, dressing appropriately for the job, arriving to work ahead of time, notifying the employer of an absence or tardiness, as well as how to work with others.

**Youth  
Services**  
for ages 16-24

## Work Experience Training

The Youth Program offers eligible youth the opportunity to gain paid or unpaid work experience with a participating employer in your community. Job readiness training is provided to any eligible youth whether or not they are entering a work experience activity.

### Get Your High School or High School Equivalency Diploma

The Youth Program has a proven track record of helping youth earn a high school diploma or high school equivalency diploma.

### Eligibility Requirements

Some of these services have eligibility requirements. An individual must be between the ages of 16-24, low income and meet at least one barrier to employment.

Visit with a representative to get more information on any of these services and to see if you qualify.

