Leaving Employment

Some advice before considering to end your employment...

- Don’t quit a job without giving the proper notice as determined by the employer’s policy (usually two weeks).
- Don’t quit a job without having a plan.
- Consider that your work history will be affected by why you left a position and how long you have spent in any one position.
- Employers will consider how often you change from job to job and why.
- When considering leaving a job, it is best if you are leaving for a better-paying, longer term job with more hours per week.

The Nome Recreation Center offers many healthy activities for all ages!

Cost per month:
- Adults $65.00
- Children & Youth $55.00

Hours of Operation:
- Monday—Friday 5:30 am—10:00 pm
- Saturday—Sunday 2:00 pm—10:00 pm

Finding Jobs In Nome

There are plenty of jobs in Nome, many which require general skills and willingness to work.

- To live independently in Nome, heads of household should aim for a $18-$20.00 per hour job if possible, which might require some level of experience or education.
- Most of the jobs in Nome are service-oriented and are subject to laws requiring criminal history background checks.
- Most employers in Nome will do phone interviews so applicants do not need to move to Nome first to look for work.
- Most job openings are posted on the State of Alaska web page (www.jobs.state.ak.us) and are accessible from anywhere in Alaska.

- Time management skills are important in order to keep a job.
- Many employers require drug tests as a condition of hire.
- Many employers will require a criminal background check which is paid by the applicant.
- Employers will seriously consider an applicant’s work history and work habits before hiring. This means that employers expect employees to show up for work ready and on time, regardless of personal issues or other reasons.

Useful Contact Numbers

- Aurora Inn: 445-3838
- Nansuk Manor/Sitnasassak Apt: 445-5206
- Weeks Apartments: 445-5194
- Wells Fargo: 445-2223
- Credit Union 1: 800-478-2322
- Nome Boys & Girls Club: 445-2142
- Nome Employment Service: 445-2626
- Nome Joint Utilities: 445-6187
- Nome Police Department: 445-5202
- Nome Recreation Center: 445-5411
- Visitor Information: 445-8649
- Bering Sea Women’s Group Shelter: 445-5444
- Alaska Division of Public Assistance: 445-2237
- Food Bank: 445-4150
- Methodist Clothing Closet: 445-2865
- Uuvilat Play & Learn Center & Kawerak Child Care Program: 445-0072
- Kawerak Education & Training: 445-5231
- Kawerak Adult Basic Ed.: 445-4309
- Nome/Beltz High School: 445-5201
- Nome Elementary School: 445-5209
- Nome Preschool: 445-2943
- Nome Public Schools: 445-2231
- UAF - Northwest Campus: 445-2201
- Bonanza Fuel: 445-2561
- Crowley Marine Services: 445-2219
- Alaska Commercial Company: 445-2243
- Hanson’s Trading Company: 445-5414
- Nome Trading Company: 445-4856
- Norton Sound Health Corp.: 445-5311
- City of Nome Recreation Center: 445-5411
- Kawerak, Inc.: 445-5231
- Alaska Housing Corporation: 445-2888
- Bering Strait Housing Authority: 445-5206
- N.E.S.T. Shelter: 445-2733

The Nome Recreation Center is located on 3rd Avenue West in Nome, Alaska 99762.

Kawerak, Inc. has prepared this informational pamphlet to help residents of the Bering Strait Region prepare for relocating to Nome and within our village communities. Our goal is to promote jobs for region residents and to prevent homelessness.

Nome has a growing economy with many job opportunities. As you might notice, there are social differences between the communities that may affect the transition for children in school and adults in employment. Being aware of these social and economic differences before moving to Nome will help families prepare for the transition between communities.

This guide was prepared by Kawerak staff based on their experiences working with village-based residents that have relocated to Nome. We hope that you find it helpful.

Relocation Guide

Looking for work is easy if you have access to the Internet.

The AlexSYS System is the new job bank that enables you to search for available jobs, submit applications online, and lets employers view your job skills.

You can also use the system’s online tools to help create a budget, learn about training opportunities, and explore career paths.

www.jobs.state.ak.us

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Inside this Guide:

- Planning Ahead
- Local and State Laws
- Getting Ahead
- Living Costs
- Housing
- Transitioning with Children
- Leaving Employment
- Contacts

The Food Bank is open on Wednesdays from 5:30 pm - 7:30 pm. It is located near the corner of Bering and Seppala Streets.
Planning Ahead Before Moving To Nome

Move with awareness. There are many things to arrange for ahead of time.

- Before moving, start the application processes for the services that you may need to get established in Nome, such as for HUD housing, school enrollment, child care assistance, Kawerak Employment and Training Services, and the Alaska Department of Labor employment assistance.
- Work closely with a case manager, such as the (DOL Work Services, Kawerak, etc.) to ensure that there is an organized plan to move.
- If you are receiving Alaska Temporary Assistance (ATAP) you may be eligible for relocation assistance to close your case for paid employment, this can include rental assistance, and some start up costs, child care, transport, work clothing and or tools to accept employment. Your Employment Security Specialist (Case Manager) can help you develop a Family Self-Sufficiency Plan to help you relocate when you have secured employment.

Did you know?
ATAP (Alaska Temporary Assistance Program) recipients who have an Alaska Dept. of Labor Work Services Case Manager can receive financial assistance for child care and other expenses related to finding regular, long-term employment.

Getting Around

There is no bus system in Nome and cabs are very expensive. Investing in a vehicle might not be an option right away.

- All family members should bring warm clothes for walking in Nome; children should have reflective tape.
- Information on driver’s licenses can be obtained through the AK Div. of Motor Vehicles Nome office, located on the 2nd floor of the Sitnasuak Building.
- If working adults will need to walk to work, consider that Nome is spread out; extra time is needed for getting to work.

Housing

Affordable housing is difficult to come by, but possible to find in Nome as people are often moving.

- Consider that you may move several times in the next six months.
- Put Renters with FURNISHED apartments on top of the list of renters to call.
- Before purchasing a home, consider the responsibilities and costs associated with home ownership.
- Consider that there are no emergency shelters for men and the Bering Sea Women’s Shelter is often filled to capacity, with Spring and Fall seasons considered to be the busiest times of the year.
- Unfurnished apartments are less expensive but not adequate for a family.
- Many apartments do not have laundering facilities so it is advisable to view the apartment before renting. (Note the cost of laundry in expected expenses.)
- Read the lease agreement and be aware of tenant responsibilities.
- There is usually a 30-day notice required before moving from a rental, and the lease agreement usually requires a thorough cleaning of the apartment before the rental deposit will be returned.
- There is a waiting period for income based rentals with HUD housing; if you or a family member has unresolved legal issues it may prolong the application process, research and be aware of anyone potentially moving with you and their circumstances.

Local and State Laws

There are more law enforcement agencies in Nome than in the villages, which means that law infractions result in penalties more often.

It is advisable to be aware of State and Municipal laws that are posted on the City of Nome and State of Alaska Websites. http://www.nomealaska.org

Workforce Investment Act Programs provide counseling, employment planning, and financial support for individuals who are transitioning to full-time, long-term employment.

There are two WIA programs in the Bering Strait Region through the Nome Job Center (907) 478-2626 and Kawerak, Inc. (800) 450-4341.

Living Expenses

While the cost of groceries may be less than many of the villages in the Bering Strait Region, the housing and utility costs may not be. Here are some points to consider.

- Wait until you are settled in your apartment at least a month before hooking up cable and non-essentials (such as preferred service cable and internet) so that you can see if you can afford it.
- Consider the price of food being high in your budget.
- It might cost $10-$50 per month for coin-operated laundry machines.
- Depending on the cost of expenses, it is probable that both parents will have to work in order to support a family in Nome.
- The initial cost of an apartment is higher because it usually entails collection of the first month’s rent, security deposit, and sometimes last month’s rent.
- Housing costs are a lot higher in Nome than in the villages.
- Beware of credit cards and accumulating debt by making a budget and sticking to it as much as possible.
- Agencies like Kawerak and the Nome Job Center can provide assistance for one month. It’s a good idea to save at least two months worth of expenses before you move, if possible.
- Limit non-essentials in your budget such as cigarettes and pull tabs.

Transitioning With Children

Children and young adults may find that relocating is an exciting experience, but also intimidating. There are many social differences that may require adjustments and extra parental support.

- Communication with the school is essential to your child’s success.
- Special Education classes are often full.
- The teachers and school should be informed of any special needs, medical considerations, medicines, or any type of limitations your child may have.
- The curriculum for Nome Public School is different from the Bering Strait School District. It is important to understand what your child is supposed to be learning and how to help your child transition smoothly.
- Many children that are new to Nome are bullied or teased in school.
- Parents need to be involved with the school and work with the teachers.
- It is a good idea to request to stay with your child in school for the first day or so until he/she is comfortable.
- Children under 12 years cannot “baby-sit” infants or young children without an adult present in Nome. Kawerak Childcare Program has childcare and day care assistance for your child care needs and also operates a day care center (see contact numbers).
- There are a lot of “whistle-blowers” for child welfare in Nome.
- There are often conflicts that arise when families without a working parent move into another family’s home; these arrangements create a stressful situation for everyone and usually don’t last.
- Children should beware of fast food and junk food on streets.
- Nome has a curfew that is enforced, which is 10:00 pm on school nights.
- Nome has local ATV laws, and all persons in automobiles and trucks have to wear a seatbelt or use a child seat for children under four years.
- Offenses by youth could result in court hearings.
- Know where your children (and teens) are at all times; find out where their hangouts are and go there.
- Consider volunteering for various community groups and organizations as healthy activities, such as the Boys and Girls Club, Scouts, churches, PTSA, after-school programs.
- Set your child up with healthy activities, such as Boys & Girls Clubs, swimming, playgrounds, sports, band, or recreation center activities. Focus on wellness.
- Consider changing any personal habits that tend to cause financial and family stress.
- Ask questions for advice from other parents, service programs, teachers, and friends; this will help you get your family’s basic needs met.

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<table>
<thead>
<tr>
<th>First Month Expenses In Nome</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Ticket (round trip)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Monthly Rent for a Two-Bedroom Apartment</td>
<td>$300.00</td>
</tr>
<tr>
<td>Security Deposit for Rental</td>
<td>$200.00</td>
</tr>
<tr>
<td>Utility Deposit for Rental</td>
<td>$200.00</td>
</tr>
<tr>
<td>Monthly Utilities for an apartment (higher cost for homes)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Local Telephone Service (no long distance)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Transportation (Car Loan)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cable Television (Basic Service) &amp; Hookup Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Other Expenses (clothes, freight, appliances)</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

Total Cost: First Month $4,400.00