



## NEWSLETTER

Volume XIII, Number 4

### **Scholarships are Available!**

Getting back into the workforce can be exciting and overwhelming at the same time. Being prepared and planning for your job search are necessary, especially in this economy. A great way to ensure your success for getting that job you want is to go back to school. Whether you register for a class, attend a certificate/training program or apply for a degree in your field, you will find the more knowledge you have, the more marketable you become.

Scholarships are a great way to get financial assistance to help pay to further your education. The definition of a scholarship is “a grant or payment made to support a student’s education, awarded on the basis of academic or other achievement” and does not require repayment. All scholarships do have applications and specific deadlines for submission, so it is important to understand all of the requirements ahead of time.

We have information on many scholarship programs at The Women’s Center. Some are very specific to a certain field of study, like nursing or accounting, while others are much more general. Some are for younger women, others specifically focus on older women returning to further their education. The Women’s Center also provides small scholarships to our qualified clients in need.

Attending classes and utilizing scholarship resources can lead to a job! Recently, one of our clients who was interested in Real Estate received a scholarship from The Women’s Center to attend a real estate licensing certificate program. She has passed her real estate exam and will now become a licensed real estate salesperson. Another client recently became a licensed Certified Nursing Assistant (CNA) and found employment after The Women’s Center financed her attendance at a healthcare training institute certificate program with a scholarship.

Here is a partial listing of other scholarships to consider:

The Soroptimist International Women’s Opportunity Awards Program allows women to pursue their educational goals if they provide the primary financial support for their families. Women must show their financial need for the scholarship, be enrolled or accepted to a certificate or undergraduate program and have not received this award previously. The deadline for this scholarship is December 15<sup>th</sup>, so there is still time to apply!

*(Continued on Page 2)*

### **Private Mediation and Divorce**

Mediation is defined as “a means of resolving differences with the help of a trained, impartial third party. The parties, with or without lawyers, are brought together by the mediator in a neutral setting. A mediator does not represent either side and does not offer legal advice. Parties are encouraged to retain an attorney to advise them of their rights during the mediation process. The mediator helps the parties identify the issues, gather the information they need to make informed decisions, and communicate so that they can find a solution agreeable to both. Mediation is designed to facilitate settlements in an informal, non-adversarial manner.” 1

So what does this really mean for parties who want a divorce? They can jointly select a private mediator, meet with him or her and mediate all the issues of their marriage, before filing a Complaint for Divorce. These issues can include alimony, custody, parenting time, child support, college costs, assets, debts, liabilities, etc., all the issues of the marriage. Many divorcing spouses do not realize that they can mediate first. They can first have an agreement resolving all the issues of the marriage and then file for an uncontested Divorce. The time it then takes to obtain the actual Divorce is weeks, not a year or more. In addition, the cost to mediate is far less. Statistically, post-divorce litigation is significantly lower in mediated cases.

Mediation is a joint effort; both parties must agree to participate. Mediators facilitate communication so that each party is given the opportunity to be heard. Because the setting is non-adversarial, emotions are defused and the parties can focus on the real issues. The parties speak for themselves, can air their differences and create innovative decisions regarding the outcome.

The only requirements for success in mediation are that both parties have the desire to cooperate, are willing to participate fully in the process, and wish to achieve an agreement. In mediation, the parties are in the driver’s seat of their divorce.

1. This constitutes the “descriptive material” referenced in Rule 5:4-2 (h) that each divorce litigant must receive and certify as having received (using certification forms).

*By Catherine Riordan, Esq., Veres & Riordan LLC, Denville, NJ*

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The Junior League of Morristown sponsors a scholarship for women who are 40 or older and planning to attend college after taking time away from their studies. You must be a resident of Morris or Somerset County, demonstrate the need for financial assistance, and be pursuing a bachelor's degree. There is still time to apply for this one, but don't wait too long if you want to ensure you are the recipient. The deadline is January 31, 2012.

Another scholarship for women over 35 is The Jeannette Rankin Foundation Scholarship. You must be a US citizen, provide proof of low income according to government guidelines, and be enrolled or accepted at an accredited college, vocational or technical school. Deadline for this application is March 1, 2012.

Although these are just a few of the scholarships that are available, we have an extensive inventory on file. In addition, here at CCM you will find Associate Degree programs, as well as classes and certificate courses at the Continuing Education Program. The Financial Aid office at CCM, located in the Student Center on the second floor, is a great place to find more information on scholarships and other financial assistance programs, if you are planning on attending CCM.

Last but not least, The Women's Center is here to assist you with deciding which scholarships may be appropriate for you and in filling out your scholarship applications.

If you would like more information on scholarships, please take a look at our website or drop by The Women's Center, call us at 973-328-5025, or email us at [womenscenter@ccm.edu](mailto:womenscenter@ccm.edu).

### **Computer Training**

The Women's Center has enhanced and broadened its computer training opportunities starting in our Winter/Spring 2012 schedule.

When looking for a job, it is important to have many skills and qualifications that employers are looking for in candidates. Computer skills are one of the most important. If you have been out of the workforce for some time or haven't needed computer knowledge in previous positions, now is the time to learn! Or you may be someone who has some familiarity with computer programs, but needs a refresher course or wants to increase your knowledge even further. The Women's Center offers computer classes in many of the most utilized programs: Intro to Computers, Intro to Windows, MS Word, Excel, PowerPoint, QuickBooks, Access, and Outlook.

If it is too difficult with your schedule to attend any of our classes, we also offer one-on-one computer labs, typically an hour session, where you can learn any of these programs on an individual basis and move ahead at your own pace. Also, if you are currently a student or have a work project and need to

### **WC Newsletter**

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The Women's Center at CCM  
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**973-328-5025**

[womenscenter@ccm.edu](mailto:womenscenter@ccm.edu)  
[www.ccm.edu/womenscenter](http://www.ccm.edu/womenscenter)

**Mission Statement:**  
*To serve the varied needs of  
women in their quest for  
economic self-sufficiency.*

### **Staff**

Director	Melissa Elias
Career Counselor	Mona Witman
Career Counselor	Maureen Haggerty
Job Placement	Michele Coneys
Legal Program Admin.	Betty Squire
Volunteer Coordinator	Susan O'Connor
Admin. Assist.	Gladys Licker
Admin. Assist.	Betty Squire

The Women's Center at CCM is a nonprofit organization serving displaced homemakers, single mothers, and other women. It is sponsored by the **County College of Morris**. The program is funded by the **NJ Division on Women** and the **United Way of Northern New Jersey**. The legal education services are funded by a grant from the **IOLTA Fund of the NJ Bar Foundation** and the **Morris County Bar Foundation**.

### **REMINDER**

### **FREE LEGAL CLINICS**

**1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> WEDNESDAY OF EACH MONTH**

**CALL 973-328-5025, OR EMAIL**

[womenscenter@ccm.edu](mailto:womenscenter@ccm.edu)

**FOR AN INDIVIDUAL APPOINTMENT**

produce a computerized result, our computer lab would be the place for you to get the help you need! You can come back as many times as you like!

All of our computer classes and labs are open to anyone and free of charge!

Please see the insert to this newsletter for class descriptions and a class schedule. To register for a class or to make an appointment for computer lab, please email or call The Women's Center at 973-328-5025 or [www.womenscenter@ccm.edu](mailto:womenscenter@ccm.edu). Space is limited, so please register soon.

## **Beware of Work-From-Home Job Scams**

Job seekers need to be really careful when searching for and evaluating work-at-home job options and should consider these tips:

- . If it sounds too good to be true, it is.
- . Evaluate every listing you look at very carefully. Is there a salary or are you paid on commission? What equipment do you need to have and what support does the company provide? A legitimate company will be happy to give you information about exactly what you will be doing and for whom.
- . Know who you're dealing with. Is the company offering to employ you directly or just selling you training and materials with you left to find the customers?
- . Beware of emails offering you work-at-home opportunities. If you receive an unsolicited email from a company that says they want to hire you with no experience necessary and where you can make a lot of money, trash it.
- . Find out if there is really a market for your work. If the company says it has customers waiting, ask who they are and contact them to confirm. You can also ask likely customers in your area, such as doctors or medical billing services, if they actually employ people to do that work from home.
- . Be careful of ads guaranteeing you wealth and financial success or where you can get rich quick from home.
- . Never send money. This includes for work-at-home directories or start-up kits. You are trying to make money, not give it away. Legitimate employers don't charge you to get started or anything else. With that said, if you are required to buy equipment or supplies, ask if there is a refund policy and under what circumstances you can return them for a refund.
- . Get references from other people who are doing the work. Ask for references of previous employees and/or contractors, and ask them if the company kept its promises.
- . Be aware of legal requirements. For some types of work, you need to be licensed or have a certificate. Check with the state attorney general's office. Also inquire with the local zoning board about restrictions on operating a business from your home.
- . Beware of the "envelope stuffing" scam where instead of getting materials to send out on behalf of a company, you get instructions to place a similar ad to the one you have seen, asking people to send money for information about working at home. This is an illegal pyramid scheme.
- . Be leery of offers to send you an "advance" on your pay. They send you a check for part of your first month's pay.

## **Upcoming Job Club Topics**

- Jan. 20 Presenting Yourself in a Positive Way
- Jan. 27 Leveraging Your Strengths w/Career Coach
- Feb. 10 Self-Marketing Techniques
- Feb. 24 Awaken Your Self Worth; Share w/Others
- Mar. 2 ABC's of Successful Job Seekers
- Mar. 16 Health & Wellness
- Mar. 30 Working w/Employment Agencies

Job Club meets on alternate Fridays from 10 – 11:30 and is a great way to network and meet other women. All of this free help is available by calling 973-328-5025, or emailing [www.womenscenter@ccm.edu](mailto:www.womenscenter@ccm.edu) and reserving your place.

## **Donations**

The Women's Center is a non-profit that offers services free of charge. As with many other community programs and businesses in tough economic times, we are in need of monetary donations. Your dollars allow us to provide career counseling, computer classes/labs, legal clinics and workshops to those who would otherwise not have these services available to them. Your donation is tax deductible. Please send all donations to The Women's Center, 214 Center Grove Road, SCC 115, Randolph, NJ 07869. Thank you in advance for your generosity.



You deposit it, and the bank tells you the check has cleared because the normal time has passed to be notified that checks have bounced. Then you get contacted by your so-called "employer" that you were mistakenly paid the wrong amount or that you need to return a portion of the payment for some other reason. After you send the money back, the check that you deposited finally bounces because it turned out to be an elaborate fake. Now they have your payment, and you are left owing your bank the amount that you withdrew.

. Research work-at-home opportunities. The "Work-At-Home Sourcebook" and other resources that may be available in your local library provide good advice and lists of legitimate companies that hire people to work for them at home.

Visit the following websites for more information:

<http://www.workathomescams.com/>

<http://www.workathomecareers.com/>

<http://workathomemoms.about.com/od/workathomecareers/ss/wahjobsirectory.htm>

<http://www.virtualvocations.com/>

<http://www.wahcheck.com/>

### **A Special Thank you . . . to Howard Henn and Pat Venezia**

Howard and Pat have been volunteer trainers with The Women's Center for many years. Whether it's figuring out a new way to teach Word or Excel, making sure that clients leave their session with a smile at having mastered something new, or going the extra mile to help a client with a specific project or reach a new goal, Howard and Pat always step up to the plate. So, as we close this year, The Women's Center would simply like to say a special thank you to these two generous individuals and let them know how grateful we are for all that they do for us!

### **Mentoring Available**

Did you know that we have seasoned professionals who are looking to spend time providing expertise on their job field as well as helping build your career confidence? Through a mentor you will gain invaluable knowledge and one-on-one career guidance in your area of interest. Contact the Center to find out more about working with a mentor at [www.womenscenter@ccm.edu](http://www.womenscenter@ccm.edu) or 973-328-5025.

### **Flash Drive Donations**

The Women's Center offers many computer classes free of charge, for anyone who is in need of increasing their computer skills. Unfortunately, we are not able to provide flash drives for our participants so that they can take that knowledge and continue building on it outside of the classroom. It would be a great help to our clients if you could donate any unused flash drives to our Center. We welcome as many as you have to give. Please drop off the flash drives at The Women's Center, SCC Room 115, or contact us at 973-328-5025. Thank you!

**The Women's Center at CCM  
County College of Morris  
SCC 115  
Randolph, NJ 07869**

### **Support Group is Available**

Sometimes it's nice to know that someone else may be facing the same issues you are and there is a place where you can discuss these issues and others will understand and support you. We are starting a group on Wednesdays from 1 to 2 in January for those who are in the midst of a job search and may be dealing with other outside stresses as well. This group is open to all and is free of charge. If you would like to join us, please contact The Women's Center at 973-328-5025 or email us at

[www.womenscenter@ccm.edu](mailto:www.womenscenter@ccm.edu) to register.

### **Please let us know. . .**

- . if you have changed your contact information, such as your phone number or email address.
- . if you have obtained a new position as this will help us continue with our funding.
- . if you know of any job openings within your company, so that we can make others aware.



**December 2011**