



# ≡ Employment ≡ Express

Courtesy of Senior Employment Center  
A division of Mature Services, Inc.

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*Mature Services, Inc. was established in Akron 34 years ago with a mission to promote successful aging by providing the highest quality programs and services to support, strengthen, and empower adults as they age.*



Learn more on the web

[www.matureservices.org](http://www.matureservices.org)

### What the Senior Employment Center has to offer:

♦ **Job Club** - provides up-to-date techniques for job search, resumes, and interview skills to individuals who are job ready .

♦ **Employer-based Training** subsidizes employers who offer you hands-on training.

♦ **Mature Staffing Systems** is a placement agency for mature workers.



## On the job at . . . Mature Services, Inc.

Barbara Beverly, Human Resources Generalist at Mature Services Inc., says she “enjoys meeting people and giving orientations.” Her other duties include maintaining personnel and confidential records, dealing with Workers’ Compensation claims, responding to inquiries about insurance, and enrolling employees in insurance programs. After more than a year on the job, she has lost none of her enthusiasm.

Because of the confidential nature of her work, Barbara does not talk about the details of her job; however, she speaks candidly about how she came to Senior Employment Services (SEC), her previous employment history, and her personal as well

as academic and professional goals.

In 2006, Barbara came to SEC’s Job Fair at Tangiers. She talked with Gwen Matthews-Hawkins who encouraged her to look into the services SEC (a subdivision of Mature Services, Inc.) offers. Barbara decided it was time to update her resume so she came to an Orientation meeting and learned about the Senior Community Service Employment Program (SCSEP), which is funded and monitored by the Department of Labor (DOL) through the Older American’s Act Title V Program.

Her first assignment, under the Title V program, was as an Office Assistant in the business office at Mature Services. Then she became Temporary Administrative Assistant to Suzanne

Rymer, Vice President at the D. Bruce Mansfield Center. (The center specializes in outpatient treatment of adults age 50+ who have alcohol or other drug problems).

While she was in the Title V program, Barbara also attended SEC’s Job Club, which she declares as “a positive confidence builder.”

In September 2007, when a fulltime position in the Human Services Department of Mature Services became available, Barbara applied and was offered the job she holds today.

Barbara feels that previous work experience at Summa Health Systems helped to qualify her for the Human Resources job.

Barbara was at Summa all

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### Barbara Beverly: On a Personal Note

Born in rural Georgia, Barbara still likes to do her own gardening. As she puts it, “Playing in the dirt is good.” She loves to drive and has made many road trips around the United States. She also makes jewelry – taking earrings that have lost their mates and making them into broaches – and she enjoys reading for self-improvement and spiritual development.

Barbara has two grown daughters: one is a paralegal and the other is in revenue management at Roadway. She has been a single Mom since her children were in primary school.



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**Where Experience Meets Opportunity**





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through their massive building projects, including the new cardiac center.

She started as Office Supervisor in Summa's Laboratory and Out-patient Lab, then worked in financial counseling with patients who were having difficulties paying their bills. She ended as a Physician Liaison, responsible for promoting Summa's hospital programs and services to doctors and doing orientation programs for new doctors.

In 2005, Summa decided to out source a number of services, including those she had been providing. When she was offered a buyout package, Barbara accepted.



### Address Label for mailing

### What a Human Resources Generalist does . . .

"She's been my right arm," said Sue Henige, when asked about Barbara Beverly. She thinks highly of Barbara's qualifications and her personal attributes as a Human Resources Generalist.

Sue went on to outline the qualities that she would look for in anyone applying for a similar position: excellent customer service skills, a soothing manner, and the ability to be helpful. In a Human Resources environment, customer service skills are used with 'internal customers' (employees). The willingness to learn is an important attribute, and Barbara is presently completing her Bachelor of Science degree at Hiram College, with a major in social science and a minor in business.

In answer to a question about general advice to job seekers, Sue said, "Cover letter and resume are critical, and don't fabricate." Employers find out whether an applicant has embellished the truth sooner or later, and the result is most often immediate dismissal. Other advice included: "proofread, proofread, proofread – grammar or spelling mistakes really do matter"; also, "do what the ad says and limit your follow-up to one phone call."

Personal, continued from p. 1

Her never-ending energy extends to taking weekend classes at Hiram College, where she has been working on a bachelor's degree since the late 1990s. Now Barbara is working fulltime and attending classes fulltime and plans to finish her bachelor's degree within a year.

Upbeat and always hopeful, Barbara's advice to job seekers is to keep an updated resume and "submit a 100 resumes, 'cause you never know . . ." Most important, she says, "Never give up."

If you are a job seeker, 55 or over, who needs to upgrade his/her skills, the Senior Employment Center provides community-based services to assist you. Call us at: (330) 762-8666 or, visit us online at: [www.matureservices.org](http://www.matureservices.org)



If you'd like to do this kind of job, you need:

- ◆ Ability to maintain confidentiality
- ◆ Basic computer skills
- ◆ Compassion
- ◆ Customer service skills
- ◆ Eye for detail
- ◆ Patience
- ◆ Strong sense of organization
- ◆ Willingness to learn

Employment in the areas of human resources training and labor relations managers and specialists "is expected to grow by 17 percent between 2006 and 2016, *faster than the average* for all occupations." For further information: <http://www.bls.gov/oco/ocos021.htm#outlook>



Mature services, Inc. is an equal opportunity employer and service provider

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