

RECRUITMENT

1. High demand health care occupations: CNA, Phlebotomist, CMA, Pharmacy Tech, Medical Billing Clerks, RN.
2. Recruitment approaches: Primary – Formalized Partner Referral Process: TANF, regional WIBs, educational and training institutions, and employers (partner referrals receive priority service). Secondary – community outreach efforts including brochures, flyers, orientations and word-of-mouth.
3. Recruitment goal: 800 program participants.

ASSESSMENT, ACADEMIC ADVISING, AND ACADEMIC SUPPORT

1. Tests used: Work Readiness Assessment – Criminal background check, TABE and TABE Locator. Occupational – WISCareers, Proveit! and financial eligibility documentation and verification.
2. Learning support available: Career Coach Counseling – Develop IDP and identify support service needs, pre-voc. classes to increase literacy skills (2 hrs. per day); 40 hr. Career Readiness training that focuses on soft skill development.
3. Enrollment goal: Assess 800 students, enroll 378 students.

EDUCATION AND TRAINING

1. Pre-training courses: Pre-vocational and Career Readiness training.
2. Programs offered:
 - A. Entry-Level: CNA training (160 hr.), Phlebotomist training with Certification credential for each.
 - B. Mid-Level: CMA; Pharmacy Tech; Medical Billing and Coding Tech. (up to 2 yr. programs) with Certification credentials.
 - C. High Skills: Registered Nurses with Bachelor degrees (up to 4 yr. programs).
3. Program completion: 320 participants.
 Note: CareerWorks HTI has identified multiple healthcare training occupations in each of the levels in #2. Those listed above are the identified as the highest workforce demand. There are 12 occupational training programs offered.

SUPPORT SERVICES

1. Child Care.
2. Transportation.
3. Criminal background remediation assistance.
4. Occupational training supplies/equipment.
5. Costs and fees related to certification testing and licensing.
6. Academic and career assessments.
7. Employment assessments.
8. Job retention follow-up and supports.

CareerWorks HTI leverages funding for support services as necessary with referring partner agencies.

EMPLOYMENT AND EMPLOYER RELATIONS

1. Employer engagement strategies: Building strong employer relations by providing quality services, efficient service delivery, effective supports and skilled and certified job candidates. Services and supports include: hub facility for employer recruitment events and specialized job fairs, pre-screening assistance, retention events e.g. financial literacy, resume workshops and work/life workshops; Employer Coaches on site to provide career path counseling and provide program information and assistance to program incumbent workers.
2. Employment goal: 220 new hires in healthcare occupations.