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Social Services | Public Health | Mental Health

news release

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Upcoming job trainings offered by The Job Market and College of the Redwoods

Looking for a quick training to help move your career in a new direction? Mark your calendar for The Job Market's Office Specialist and Community and Social Services trainings starting in May and June.

Office Specialist training class runs from May 14 through June 27, and includes the fundamentals of Microsoft Office as well as front desk and reception management. This training is ideal for people looking to transition into office work or for those looking to brush up on entry level office experience. Office skills are transferable to most professional settings.

The Community and Social Services class is scheduled to take place from June 12 through Aug. 16, and will provide entry level essentials for the social services field. Participants will gain an understanding of communication styles, case management processes and managing barriers that may be preventing client success. This class prepares individuals for work in nonprofit organizations, education and government arenas.

These classes can be taken separately or in a series to increase employability. Completing both trainings will allow candidates to apply for positions like administrative assistant, receptionist, case manager and client advocate.

Externships are available for qualified participants to practice what they've learned in class for several weeks at a local business or community organization, as well as wage subsidy incentives to help with permanent placement. Scholarships to pay for these trainings are available through The Job Market for eligible participants age 18 and older. The Job Market deadlines for scholarship applications are: April 20 for Office Specialist and May 18 for Community and Social Services.

For information about financial assistance, call The Job Market at 707-441-5627 or 800-242-1353 or visit www.thejobmarket.org.

For additional course details or to register for classes, call College of the Redwoods Community Education at 707-476-4500 or visit www.redwoods.edu/communityed/currentclasses.

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