



Training Education Empowering Innovation

# American Recovery and Reinvestment Act Report

Reporting Period  
January - March 2010

**Coconino County Career Center**  
110 E. Cherry Flagstaff, AZ 86001  
928-679-7400 1-877-358-6714

## *Newsworthy Highlights of Events and Programs Enhanced by Local ARRA Funding*



The Coconino Career Center partnered with Bearizona, a North American wildlife park located in Williams, AZ, to offer trainings, internships, and on-the-job trainings (OJT). Both the internships and the OJT's were funded through the Career Center utilizing ARRA funds.

Adult client and Vietnam Veteran, Gilbert Ortiz, has had a very successful experience with Bearizona. During his internship, Gilbert was able to update his existing maintenance skills and gain new skills specific to his continued employment with Bearizona.

Previous to his internship much of Gilbert's work experience was in temporary positions. He is "very thankful every day" to have

been offered a permanent full-time position at the end of the internship.

As a Dislocated Worker client, Jocelyn Fischer has been learning industry-specific skills and enjoying her On-the-Job Training as an administrative assistant with Bearizona.

Both Jocelyn and Gilbert have been integral team members in ensuring that Bearizona is ready to open to the public. Bearizona is scheduled to open to the public at the end of May 2010.

For more information on Bearizona please visit their website at <http://bearizona.com>.



To Gilbert Ortiz, building fences is top priority as Bearizona begins to take shape.



### Embarking on a New Journey

Job Club participants have embarked on a 12-week journey to move through the many phases of job loss, employment skills, job search, and re-entering employment.

The workshops have been set up so that they are stand alone and can be covered in the 1st half- hour of the Job Club meeting. A take-away sheet is also part of the program, allowing each participant to work through their individual situations throughout the week.

By beginning the meeting with a short presentation, it has allowed participants a starting place to grow with the group. Often, the theme of the presentation will set the tone of the networking part of the Job Club meeting.

# Coconino Career Center: Providing a Bridge to the Future



The American Recovery and Reinvestment Act of 2009 was signed into law by President Obama on February 17, 2009. The Recovery Act is intended to preserve and create jobs, promote the nation's economic recovery and assist those most impacted by the recession.

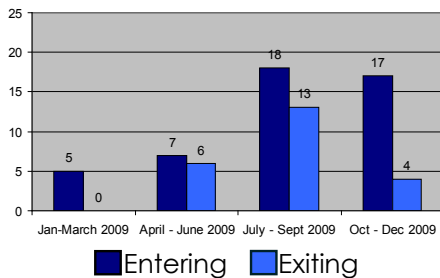
Coconino County was awarded \$586,641 for activities authorized under the Workforce Investment Act (WIA) which is being administered by the Coconino County Career Center. The Coconino County Career Center mission is:

To provide a bridge to the future, making a difference by:

- Training individuals to take charge of their career success
- Providing employers with quality employees
- Meeting the challenge of a changing work environment

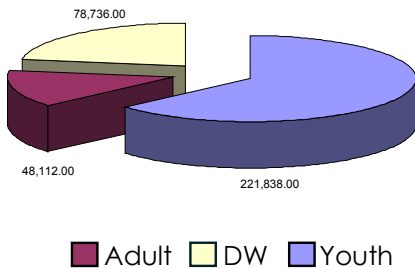
We conscientiously serve the communities of our county and positively contribute to a better economy.

Adults / DW's  
Entering & Exiting the Program



The Coconino County Career Center works with the Coconino County Board of Supervisors and with the Coconino County Workforce Investment Board. The Board draws its membership from the communities we serve and is made up of representatives from all areas of the public, private, and non-profit sectors.

ARRA Dollars Spent  
through Mar '10 by Funding Area

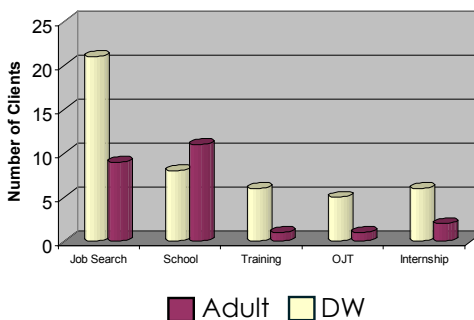


The Coconino County Career Center received \$586,641 from the American Recovery and Investment Act and is already well into the implementation of programs that put the money to work for the residents of off-reservation Coconino County.

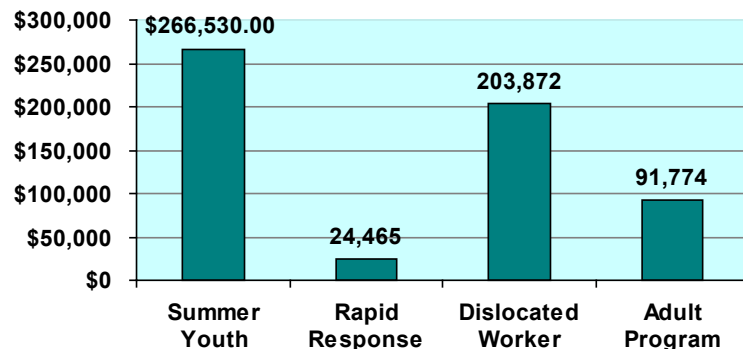
The Career Center is focusing strongly on:

- Low-income youth employment and skills training
- Rapid Response activities to employers and their employees facing lay-off and closure
- Dislocated Worker re-employment services
- Adult programs including adult training and employment.

ARRA Funded Opportunities



ARRA Funding



JOB CLUB CONTINUED

This new model for Job Club has doubled the size of our participation. The value of the time spent in Job Club has spread through word of mouth and new advertising. Not only are we providing a place for job seekers to build and develop their networking skills, but now they have a learning experience that will help them in their career growth.

## Job Club Workshops Build New Strengths

The new Job Club format offers participants a variety of workshops. Workshops include: **Transitions**-Working through all the emotions of job loss; **Goals**-Where do I see myself going from here; **Marketing**-creating a brand that is all my own; **Elevator Speech**-Learning to share my story with others; **Resume**-Writing it right the first time; **Business Cards**-creating a professional image; **Linked In**-Online networking; **Job Leads**-Where to find the job that is right for me; **Interviewing**-Preparing myself to meet with a new company; **Job Offers**-What to do when the offer comes in; **Growth**-Career growth to become the indispensable employee.

## Jobs and Opportunities - Building Skills (JOBS2010)

The Coconino Career Center has partnered with other premier businesses in Coconino County to put together a calendar of no-cost workshops, all open to the public. These workshops allow the public to be proactive about where they are in their career growth.

Covering the basics of resume writing, interviewing and dress for success allows those seeking new employment to reestablish the necessary job search skills.

# Quarterly Highlights and Exciting Updates

## Health Care Grant\* Update

\*A competitive grant awarded by the AZ Governor's Workforce Policy Council.

With continuing needs in the Caregiver and the Electronic Medical Record fields, the Coconino Career Center and Yavapai County have partnered together to help bring quality, trained individuals to open positions in partnering organizations.

Caregiver training includes completing the caregiver certification course, become qualified in First Aid and CPR, complete HIPAA training, and a course in customer service. To help ensure employment success, the Career Center has partnered with employers in Northern Arizona who employ caregivers. These partnerships include working with Northland Hospice, The Peaks Senior Living Center, and the Hozhoni Foundation.

Each of these employers offer specialized patient care and can offer a distinctive career path for the participant. Volunteers from these partners spend time meeting with interested participants at orientation and working with Career Center staff in the selection of participants.

Electronic Medical Records (EMR) training begins with participants learning to interact with other medical staff as well as having an open care and concern for the patients they work with. Participants in the EMR program are carefully selected after moving through orientation, customer service training, and HIPAA training. They are then placed in On-The-Job training programs ensuring their success through the partnership with the employer and Coconino Career Center.

Training and placement have begun in both the Caregiver and the Electronic Medical Records programs.



Nathaniel George is learning the EMR program from entry to exit.

The Indispensable Employee workshop was created to help those who are still employed to highlight and grow in their workplace abilities. Additional workshops are being offered on a wide range of topics including social media, finances, grant writing, unemployment, and retirement. Workshops are advertised in the local paper, through mailings and at each of the local one-stops. By staggering the times and having presenters from both public and private employers, high attendance to the various workshops is projected.

**JOBS2010 Jobs & Opportunities Building Skills**

The Coconino County Workforce Investment Board (CWIB) strongly believes that ACTIVITIES are vital/key components in ensuring long-term sustainable success in the communities that we serve AND that it is crucial that we enhance (STRENGTHEN) our system in order to provide services that positively impact the targeted population of employees and job-seekers.

The intent of the CWIB's Northern Arizona Workforce Development Information Relay (the knowledge of & utilization of the One-Stop System's Workforce Development Programs & Services in the Northern Arizona region).

The JOBS 2010 acronym stands for "Jobs & Opportunities - Building Skills". This initiative Arizona's Governor's Grant on Workforce Policy.

**Daily Events**  
Flagstaff Public Library - Computer Lab Hours  
Goodwill One-Stop, Coconino Lab Hours  
Daily 8:30am - 4:30pm, Coconino Lab Hours

Workshop Title	Time	Location
1. Resume Writing for Health Care	10:00 AM - 12:00 PM	Coconino Career Center
2. Interviewing Skills	1:00 PM - 3:00 PM	Coconino Career Center
3. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
4. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
5. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
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17. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
18. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
19. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center
20. Job Club 1-day offering	9:00 AM - 4:00 PM	Coconino Career Center

All workshops offered at no cost. For more information please contact Coconino Career Center 928-679-2272



# *events & services*

**New Workshops offered Monthly:** The new JOBS2010 calendars offer a variety of workshops and training programs for job seekers of all levels. Both those currently seeking work and those building their skills to reinforce their skills in the workplace will benefit from the programs offered.

**Job Club Restructured:** Building substance was the goal behind putting together a 12-week, ongoing development time through Job Club. Networking and re-employment skills, job search strategies, internet usage, resume' development, interviewing techniques and other current information are all available at Job Club meetings.

**Career Expo and Teen Job Fair:** Job seekers of all ages are encouraged to get involved in local career expos and job fairs. Coconino County Career Center and county wide employers host numerous career growth opportunities, supporting those working to build quality employment skills.



EEO employer/program. Auxiliary aids and services available upon request to individual with disabilities.



**COCONINO  
COUNTY  
ARIZONA**

**COCONINO CAREER CENTER**  
110 E. Cherry Ave  
Flagstaff, AZ 86001-4627