

## CAREER TECHNICAL TRAINING AREA

# Medical Administrative Assistant



## Do You Like ...

... helping others feel welcome?

... organization and detail?

... using basic math skills?

... listening to others?

If so, you may be a good candidate for Job Corps' **Medical Administrative Assistant** career training program.

## SKILLS

**Learn how to perform the essential tasks of a medical administrative assistant, including:**

- » Scheduling and confirming patient diagnostic appointments, surgeries, or medical consultations.
- » Greeting visitors, determining the purpose of their visits, and directing them to the appropriate staff members.
- » Answering telephones and transferring calls to the appropriate staff members.
- » Managing financial records.
- » Understanding health insurance policies.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Integrity and dependability
- » Attention to detail
- » Concern for others
- » Stress tolerance

**And you will need to meet a few basic requirements in order to be hired as a medical administrative assistant, including having:**

- » Strong math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

## CAREER TECHNICAL TRAINING AREA

# Medical Administrative Assistant



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Health Care training program can earn **nationally recognized credentials** from the National Healthcareer Association (NHA) and a state-issued credential/license.

## CAREER OPTIONS

Most **Medical Administrative Assistant graduates go to work for a hospital or a doctor's office**. A medical administrative assistant is often the first person a patient sees when entering a doctor's office or hospital; so, those who choose this career path should have friendly, understanding personalities. Some medical administrative assistants also handle billing, which means they use basic math skills on the job every day. Most medical assistants work full time, and some may work evenings or weekends to cover shifts in medical facilities that are always open.

## SALARY

The average starting salary for most medical administrative assistants is **\$31,000/year**.

\*For additional salary information and career path options in this field, visit [www.mynextmove.org](http://www.mynextmove.org).



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## CAREER TECHNICAL TRAINING AREA

# Culinary Arts



## Do You Like ...

- ... trying new foods?
- ... organization and detail?
- ... being creative?
- ... working with your hands?

If so, you may be a good candidate for Job Corps' **Culinary Arts** career training program.

## SKILLS

**Learn how to perform the essential tasks of a culinary worker, including:**

- » Inspecting and cleaning food preparation areas, such as equipment, work surfaces, and serving areas, to ensure food is handled safely.
- » Ensuring food is stored and cooked at the correct temperatures by regulating the temperature of ovens, broilers, grills, and roasters.
- » Ensuring the freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- » Learning the tools, equipment, and basic techniques used in cooking and baking.
- » Calculating measurements.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Dependability
- » Cooperation
- » Tolerance to stressful environments
- » Organization and detail
- » Listening and concentration

**And you will need to meet a few basic requirements in order to be hired as a culinary worker, including:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of core curriculum and passing scores on written and performance tests



## CAREER TECHNICAL TRAINING AREA

# Culinary Arts



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Hospitality training area can earn **nationally recognized credentials** from organizations such as the American Hotel and Lodging Educational Institute (AHLEI), the National Restaurant Association, and ServSafe®, the national standard in hospitality and culinary arts training and credentialing. Many graduates also gain a state-issued license.

## CAREER OPTIONS

Most **Culinary Arts graduates go to work in the food service industry**, often for restaurants and catering services, or for institutions, such as schools, hospitals, or cafeterias. Most work full time and are on their feet for their entire shifts, which often include early mornings, late evenings, weekends, and holidays.

## SALARY

The average starting salary for most culinarians is **\$23,000/year**.

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## CAREER TECHNICAL TRAINING AREA

# Electrical



## Do You Like ...

... working with your hands?

... being independent?

... fixing things?

... solving problems?

If so, you may be a good candidate for Job Corps' **Electrical** career training program.

## SKILLS

**Learn how to perform the essential tasks of an electrician, including:**

- » Installing, maintaining, and repairing electrical wiring, equipment, and fixtures.
- » Ensuring that work follows industry codes.
- » Servicing street lights, intercom systems, or electrical control systems.
- » Connecting wires to circuit breakers, transformers, or other components.
- » Following electrical safety.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Integrity and dependability
- » Attention to detail
- » Cooperation
- » Problem-solving

**And you will need to meet a few basic requirements in order to be hired as an electrician, including having:**

- » Strong math, reading, and organizational skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

## CAREER TECHNICAL TRAINING AREA

# Electrical



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you succeed in your career. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a center-based Construction training area can earn **nationally recognized credentials** from organizations such as the National Center for Construction Education and Research (NCCER).

Students training in union-affiliated programs, such as the United Brotherhood of Carpenters (UBC), International Masonry Institute (IMI), International Union of Operating Engineers (IUOE), International Union of Painters and Allied Trades (IUPAT), and National Plastering Industry Joint Apprenticeship Trust Fund (NPIJATF), can earn a certificate of completion that offers apprenticeship opportunities and on-the-job experience.

## CAREER OPTIONS

Most **Electrical graduates go to work for licensed electricians or are self-employed**. Electricians install and maintain electrical systems in homes, businesses, and factories, and their work can be both indoors and outdoors. Almost all electricians work full time, which may include evenings and weekends.

## SALARY

The average starting salary for most electricians is **\$34,000/year**.

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## CAREER TECHNICAL TRAINING AREA

# Facilities Maintenance



## Do You Like ...

... working with your hands?

... organization and detail?

... listening to others?

... solving problems?

If so, you may be a good candidate for Job Corps' **Facilities Maintenance** career training program.

## SKILLS

**Learn how to perform the essential tasks of a facilities maintenance worker, including:**

- » Using carpentry and masonry skills to maintain existing facilities.
- » Learning to properly use tools and equipment to repair facility structures and systems, including plumbing and electrical.
- » Maintaining systems that keep a building safe and secure, and control its environment.
- » Finishing and sealing building surfaces.
- » Developing skills in landscaping to maintain the facility's grounds.
- » Building cabinets (optional).

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Attention to detail
- » Dependability
- » Cooperation
- » Independence
- » Problem-solving
- » Integrity

**And you will need to meet a few basic requirements in order to be hired as a facilities maintenance worker, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

## CAREER TECHNICAL TRAINING AREA

# Facilities Maintenance



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you succeed in your career. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a center-based Construction training area can earn **nationally recognized credentials** from organizations such as the National Center for Construction Education and Research (NCCER).

Students training in union-affiliated programs, such as the United Brotherhood of Carpenters (UBC), International Masonry Institute (IMI), International Union of Operating Engineers (IUOE), International Union of Painters and Allied Trades (IUPAT), and National Plastering Industry Joint Apprenticeship Trust Fund (NPIJATF), can earn a certificate of completion that offers apprenticeship opportunities and on-the-job experience.



## CAREER OPTIONS

Most **Facilities Maintenance graduates go to work for commercial buildings, schools, or residential complexes.**

Facilities maintenance workers spend most of the work day on their feet, overseeing the general condition of a building. Normal tasks include routine repairs and preventive maintenance to ensure the building systems operate efficiently. Most facilities maintenance workers are employed full time, while others work evening and weekend shifts or are on call for emergency repairs.

## SALARY

The average starting salary for most facilities maintenance workers is **\$35,000/year.**

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## CAREER TECHNICAL TRAINING AREA

# Hotel and Lodging



## Do You Like ...

- ... meeting people?
- ... organization and detail?
- ... using basic math skills?
- ... talking and listening to others?

If so, you may be a good candidate for Job Corps' **Hotel and Lodging** career training program.

## SKILLS

**Learn how to perform the essential tasks of a hotel and lodging professional, including:**

- » Greeting, registering, and assigning rooms to guests of hotels or motels.
- » Verifying customers' credit and establishing how the customer will pay for the accommodation.
- » Contacting housekeeping or maintenance staff when guests report problems.
- » Monitoring and keeping common areas clean and safe, including the reception area, laundry room, and lounges.
- » Issuing room keys or cards.
- » Transmitting and receiving messages for guests.
- » Keeping records of occupied rooms and guests' accounts.
- » Making and confirming reservations, and presenting statements to and collecting payments from departing guests.
- » Serving and/or clearing the restaurant or eating area.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Professionalism
- » Integrity and dependability
- » Attention to detail
- » Concern for others

**And you will need to meet a few basic requirements in order to be hired as a hotel and lodging professional, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of core curriculum and passing scores on all written performance tests
- » A least 90 days of experience working in a hospitality-related position

## CAREER TECHNICAL TRAINING AREA

# Hotel and Lodging



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Hospitality training area can earn **nationally recognized credentials** from organizations such as the American Hotel and Lodging Educational Institute (AHLEI), the National Restaurant Association, and ServSafe®, the national standard in hospitality and culinary arts training and credentialing. Many graduates also gain a state-issued license.

## CAREER OPTIONS

Most **Hotel and Lodging graduates go to work for hotels or motels**. Most lodging professionals work full time. Because hotels are open around the clock, evening and weekend work is common. As a hotel and lodging professional, you will be on your feet the majority of your day to greet and help guests.



## SALARY

The average starting salary for most hotel and lodging professionals is **\$20,000/year**.

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## CAREER TECHNICAL TRAINING AREA

# Manufacturing Technology



## Do You Like ...

... working with your hands?

... solving problems?

... using math skills?

... building things?

If so, you may be a good candidate for Job Corps' **Manufacturing Technology** career training program.

## SKILLS

**Learn how to perform the essential tasks of a manufacturing technician, including:**

- » Understanding the basic processes used to form, bend, measure, and test metals.
- » Properly handling materials and liquids, and following the basic skills required for personal safety.
- » Setting up and operating machines to saw, cut, bend, or straighten metal or plastic material.
- » Reading work orders or production schedules to determine specifications, such as materials to use, where to cut, and other dimensions.
- » Checking manufactured pieces for defects and flaws, and confirming that they meet specifications.
- » Understanding how to maintain machines, and to prevent or recognize such issues as noncharacteristic machine sounds.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Integrity and dependability
- » Cooperation
- » Initiative
- » Attention to detail

**And you will need to meet a few basic requirements in order to be hired as a manufacturing technician, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests



## CAREER TECHNICAL TRAINING AREA

# Manufacturing Technology



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete an Advanced Manufacturing training area can earn **nationally recognized credentials** from agencies such as the American Welding Society (AWS) and the National Institute for Metalworking Skills (NIMS). Credentials such as these offer students a competitive edge on positions in manufacturing, production, and metalworking.

## CAREER OPTIONS

Most **Manufacturing Technology graduates go to work for manufacturing companies, or in plants or small machine shops**. Manufacturing technicians ensure quality of all products and detect malfunctions. They spend most of the work day in a noisy environment, often working nights or weekends. Most manufacturing technology jobs are full time.

## SALARY

The average starting salary for most manufacturing technicians is **\$29,000/year**.

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## CAREER TECHNICAL TRAINING AREA

# Clinical Medical Assistant



## Do You Like ...

- ... helping people?
- ... organization and detail?
- ... teaching others?
- ... building relationships?

If so, you may be a good candidate for Job Corps' **Clinical Medical Assistant** career training program.

## SKILLS

**Learn how to perform the essential tasks of a clinical medical assistant, including:**

- » Recording patients' medical history, vital statistics, or information such as test results in medical records.
- » Preparing treatment rooms for patient examinations, and keeping the rooms neat and clean.
- » Interviewing patients to obtain medical information and measuring their vital signs, weight, and height.
- » Assisting physicians during patient exams.
- » Using emergency first aid.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Concern for others
- » Attention to detail
- » Integrity
- » Dependability
- » Stress tolerance

**And you will need to meet a few basic requirements in order to be hired as a clinical medical assistant, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

## CAREER TECHNICAL TRAINING AREA

# Clinical Medical Assistant



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Health Care training program can earn **nationally recognized credentials** from the National Healthcareer Association (NHA) and a state-issued credential/license.

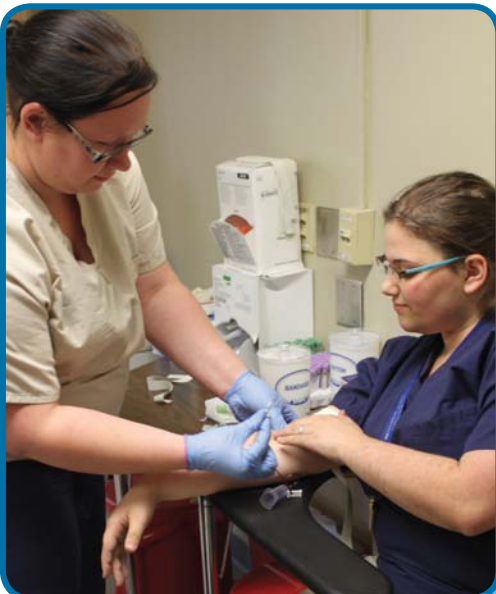
## CAREER OPTIONS

Most **Clinical Medical Assistant graduates become clinical medical assistants**, but some also go on to be phlebotomy technicians or EKG technicians. There are full-time and part-time opportunities, and most Clinical Medical Assistant graduates work in hospitals or physicians' offices.

## SALARY

The average starting salary for most clinical medical assistants is **\$29,000/year**.

\*For additional salary information and career path options in this field, visit [www.mynextmove.org](http://www.mynextmove.org).



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## CAREER TECHNICAL TRAINING AREA

# Nurse Assistant



## Do You Like ...

... taking care of others?

... organization and detail?

... using basic math skills?

... listening to others?

If so, you may be a good candidate for Job Corps' Nurse Assistant career training program.

## SKILLS

**Learn how to perform the essential tasks of a nurse assistant, including:**

- » Caring for patients and helping with such daily activities as bathing and dressing.
- » Performing basic nursing responsibilities, including taking and recording vital signs and turning and positioning patients.
- » Controlling infections.
- » Understanding and following safety and emergency procedures.
- » Understanding how to care for patients with dementia and Alzheimer's.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Concern for others
- » Dependability
- » Integrity
- » Cooperation
- » Attention to detail

**And you will need to meet a few basic requirements in order to be hired as a nurse assistant, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests
- » Registration with the state regulatory authority
- » Compliance with state requirements that may involve a criminal background check and completion of training program meeting federal content requirements

## CAREER TECHNICAL TRAINING AREA

# Nurse Assistant



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Health Care training program can earn **nationally recognized credentials** from the National Healthcareer Association (NHA) and a state-issued credential/license.

## CAREER OPTIONS

Most **Nurse Assistant graduates provide basic care for patients in hospitals and residents of long-term care facilities**, such as nursing homes. Nurse assistants help patients of all ages perform day-to-day tasks, and most nursing aides work full time. Because nursing homes and hospitals provide care at all hours, schedules may include nights, weekends, and holidays.

## SALARY

The average starting salary for most nurse assistants is **\$24,000/year**.

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## CAREER TECHNICAL TRAINING AREA

# Security and Protective Services



## Do You Like ...

- ... protecting others?
- ... physical activity?
- ... working with people?
- ... physical activity?

If so, you may be a good candidate for Job Corps' **Security and Protective Services** career training program.

## SKILLS

**Learn how to perform the essential tasks of a security guard, including:**

- » Protecting and enforcing laws on an employer's property.
- » Monitoring alarms and closed-circuit TV cameras.
- » Controlling access for employees, visitors, and outside contractors.
- » Conducting security checks over a specified area.
- » Writing reports that outline what has been observed while on patrol.
- » Interviewing witnesses for later court testimony.
- » Detaining criminal violators.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Good communication
- » Quick decision-making
- » Honesty
- » Observational skills
- » Physical strength
- » Persistence

**And you will need to meet a few basic requirements in order to be hired as a security guard, including having:**

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests
- » At least 18 to 21 years of age (varies by state)
- » No criminal record (varies by state)
- » Completion of 6 months of full-time work experience in addition to Job Corps training



## CAREER TECHNICAL TRAINING AREA

# Security and Protective Services



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Homeland Security training area can earn **nationally recognized credentials** from the International Foundation for Protection Officers (IFPO) and a state-issued license.

## CAREER OPTIONS

Most **Security and Protective Services graduates work for private security companies that contract with businesses requiring secure facilities**. Many positions involve working nights and weekends, with part-time and full-time opportunities. Security guards provide surveillance around the clock by working shifts of 8 hours or longer with rotating schedules. Those who work part time sometimes take a second job.

## SALARY

The average starting salary for most security guards is **\$23,000/year**.

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