



Homecare Workers Training Center

PROGRAM CATALOG



The Homecare Workers Training Center is championed by an array of local and national politicians:

“I am proud to support the good work of the Homecare Workers Training Center, which continues to provide skills training and job placement for California’s current and future healthcare workers — lifting up individuals seeking a career helping others.”

– *Congressman Xavier Becerra (CA-31)*

“We at CCI are proud to partner with the Homecare Workers Training Center as the arm that reaches out to the underserved. As a result of this partnership, we will be able to provide Health Care Training to the people, communities, and organizations in South Los Angeles.”

– *Sandra W. Davis, Ph.D-Executive Director of Community Centers Inc.*

“The City of Salinas is a hard-working community. Success in the future will require increased preparation and the ability to read and communicate. Working closely with the Homecare Workers Training Center at the Firehouse Recreation Center is a great way to help deliver these needed services at the neighborhood level.”

– *Mayor Dennis Donohue - City of Salinas*

“As our aging and disabled population grows, it is more important than ever that we have well-trained workers who are capable of providing vital care services to individuals and families most in need. The Homecare Workers Training Center plays a pivotal role in providing the sort of job training and placement opportunities that are imperative to our goal of simultaneously increasing health and human services and employment opportunities for our community.”

– *Mayor Ronald V. Dellums - Mayor of Oakland*

“The City of Los Angeles is proud of its long-standing partnership with the Homecare Workers Training Center. Helping working men and women develop the skills needed to provide quality care is important to the health and well-being of our city. The Training Center provides better career opportunities for long-term care workers and better support for those in need.”

– *LA City Council President Eric Garcetti*

HEALTHCARE CAREER LADDERS

Every long-term care worker's story is unique. However, our students share the determination to both improve their skills and achieve their fullest potential.

Join us!

The Faces of Those We Serve

80% are women

60% are minorities

50% are foreign-born

70% live below the poverty line

Upon completion of the Training Center Certificate programs, students are guaranteed work through our sponsor partners (ULTCW or long-term care facilities) and will make real life wages. The Homecare Workers Training Center provides long-term care workers with the tools to achieve their full educational and professional potential. When educated and confident, healthcare workers will provide the highest quality care to our seniors and those with disabilities. This addresses the critical need for trained homecare workers and nursing staff in California.

At the end of the day, when it is your loved one who is in need:

Don't you want the best?

Don't they deserve the best?



Healthcare Career Ladder Trainings:

The Healthcare Career Ladder Training Program is designed to improve workers' current employment options by strengthening the basic skills necessary to function as a professional. This contextualized healthcare preparation grounds students with both the skills and the confidence to believe in their own potential.

Courses include: English as a Second Language, Adult Math, Adult English, Job Placement Preparation, Citizenship, In-Home Supportive Services, Computer, Medical Assistant, Medical Billing and Coding, Emergency Medical Technician, Certified Nurse Assistant, Licensed Vocational Nurse, Registered Nurses

IHSS Worker

Hourly Rate: \$9-11

Demand: Low-Mid

📅 15 weeks

Certified Nurse Assistant

Hourly Rate: \$11-17

Demand: High

📅 30 weeks

Licensed Vocational Nurse

Hourly Rate: \$14-22

Demand: High

📅 52 weeks

Medical Assistant

Hourly Rate: \$10-15

Demand: Mid

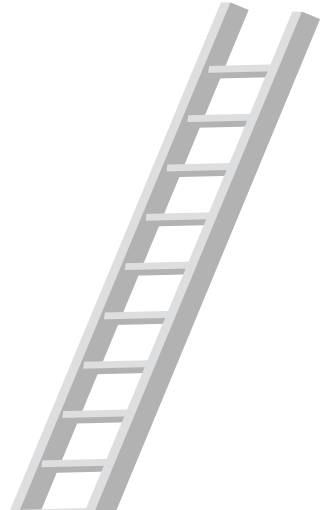
📅 20 weeks

Pharmacy Technician

Hourly Rate: \$10-14

Demand: Mid

📅 20 weeks



Vocational English as a Second Language

30 students per session

Objectives: beginning English, vocabulary, medical terminology

With an emphasis on vocabulary and grammar, this course teaches workplace English skills. Reading comprehension and medical terminology are included. A career in health care is impossible without the ability to interact with management, patients and other medical staff. It's a first step for those without English skills.

- class designed for those who speak Spanish, Mandarin, Armenian, etc.
- improve English for use in the workplace, with a focus on English for a career in the healthcare industry
- vocabulary
- grammar
- this class is ongoing based on demand

Citizenship

30 students per session

Objectives: American government, civics, American history

The U.S. Citizenship and Immigration Services administers the U.S. Citizenship Civics exam. This is a required step in the naturalization process. All applicants (with some exceptions) must pass the citizenship test before taking the Oath of Allegiance and officially becoming a United States citizen. The USCIS recently redesigned the U.S. citizenship exam. The revised exam has an emphasis on the fundamental concepts of American democracy and the rights

and responsibilities of citizenship.

The U.S. citizenship test includes 100 civics questions and answers. Additional topics include an English oral, reading and writing test in addition to 10 questions about the American government, integrated civics and American history.

Our course covers a brief overview of American history, civics, and geography. We prepare students for the exam to obtain U.S. citizenship. This course provides students with information on:

- aspects of American citizenship, including preparation for naturalization and important events in United States history
- the Constitution and its historic background; the study of the organization, powers, and duties of federal, state, and local governments
- understanding of American culture and institutions, *while developing the listening, reading, speaking and writing skills of limited English-proficient students*
- emphasis is placed on the privileges, duties and responsibilities of citizens
- this class is ongoing based on demand

Registration is not required!

Beginning Computers

25 students per session

Objectives: keyboarding, computer equipment, office applications, Internet research, other

Our world is almost fully computerized. Any professional must be both skilled and confident with computers. In health care, this skill is even more crucial. Most

medical records are now digitized. A long-term care worker may need to use a computer when reaching a specialist, ordering pain medication or arranging a ride to the hospital. Computer skills are imperative to create trust between a worker and his or her client; the client must know that he or she is in professional hands. Our beginning computer course provides the overview and practice necessary for all healthcare workers to join the 21st Century.

- this class is ongoing based on demand

Adult English

30 students per session

Objectives: vocabulary, spelling, reading, structure, writing, and grammar

This class focuses on developing reading comprehension and vocabulary and on fostering an interest in reading. Attention is also paid to building students' understanding of sentence structure and helping students develop confidence in their writing ability. It's an important part of preparing to take the entrance exams for higher programs such as CNA or LVN.

- this class is ongoing based on demand
- prepares individuals to take the CNA/LVN assessment tests

Adult Math

30 students per session

Objectives: whole numbers, decimals, fractions, practical problem-solving

Offered in a self-paced format in a open class setting, our Adult Math covers fundamental math topics such as: whole

numbers, decimals, fractions, and practical problem-solving. This course includes all needed prerequisites to pass the entrance exams for higher programs such as CNA or LVN.

- this class is ongoing based on demand
- prepares individuals to take the CNA/LVN assessment tests

Employment Placement Preparation

30 students per session

Objectives: job seeking, negotiations, attire, harassment, customer service, career planning

Today's job market is competitive for everyone. The subtle differences in candidates make the difference between a new salary and a dead-end job. The Homecare Workers Training Center is aware that an employer will hire a "whole package", not just a certificate degree, or a number of years of work experience. We work with students to develop them into competitive candidates.

Individual meetings and seminars include:

- first impressions and punctuality
- ongoing communication with the student's placement coordinator
- how to be appropriately aggressive in the job market; instructors are sensitive to cultural considerations when addressing this topic
- this class is ongoing based on demand

*For more information
on all basic courses call:*

Training Center Hotline: 213-384-1487
info@homecareworkers.org
www.homecareworkers.org

Lifting Communities Out of Poverty

Long-term care workers enable their patients to maintain a sense of dignity and independence. Unfortunately, their salaries are too low to confer the same dignity and independence upon them. The Homecare Workers Training Center provides the first step in real world career advancement: education. Recent CNA graduate and newly employed nursing home worker Debra Steele proudly talks about the prosperity and self-respect she acquired through the Training Center:

“Now I have a good job at a nursing home where I can finally get a pension plan and benefits! I no longer have to go to County Hospital for all my health needs. I enjoy working with seniors and I know that being trained gives me the opportunity to earn a decent career so I can stay in this profession I love.”

CPR/First Aid

15 students per session

Objectives: injury assessment, illness assessment, bleeding control, fractures, sprains, strains, seizures, heat/cold emergencies, poisoning, treatment of burns, shock management, CPR primary assessment, rescue breathing, obstructed airway

As a healthcare provider, you are required to hold a current CPR/First Aid certification. When a senior or person with a disability is in your hands, potential dangers are always present. Although many workers are not expected to address major medical issues, these classes are the first step to prepare the provider to deal with

unexpected problems. CPR and First Aid are vital ways to help the senior or other person resume breathing or to stop infection or bleeding until a paramedic or emergency room doctor can examine the individual.

- this class is ongoing based on demand

In-Home Supportive Services

30 students per session

Objectives: procedures for personal care, hygiene, nutrition, body mechanics, paramedical services, safety, infection, death and dying, Alzheimer's, CPR/First Aid, activities of daily living

A certificate from the Homecare Workers Training Center issued upon course completion. This is the crucial course that prepares the student with the philosophy and skills to provide in-home care. We encourage additional English studies while working on the IHSS material, if needed. Classes are held in multiple languages. Learn in your native tongue!

Prior to contact with patients, the student must undergo a criminal background check, present a physical exam form declaring him/her to be in good health without restrictions, and show a TB screening.

Modules:

- demonstrate the procedures for personal care
- oral hygiene, grooming and functions of elimination
- identify clients' nutritional needs and preferences
- list and explain the purpose and key principles of body mechanics

- demonstrate paramedical services and domestic services
- list and describe the safety rules to protect consumers/providers
- list and describe signs and symptoms of infection
- assist the family member(s) to cope with loss
- activities of daily living
- death and dying
- Alzheimer’s disease and dementia
- CPR and First Aid certification
- HWTC certificate upon successful completion

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job placement preparation
5. class attendance
6. 16 years of age or older

For more information on IHSS courses:
 Training Center Hotline: 213-384-1487
 ihss@homecareworkers.org
 www.homecareworkers.org

IHSS 2

30 students per session

Objectives: changes in regulations & statutes, CPR/First Aid re-certification, updated techniques, reporting changes, paramedical services, review of IHSS training

A certificate from the Homecare Workers Training Center issued upon course completion. Many IHSS workers gain confidence and strengthen their skills with a refresher course. Techniques,

laws and professional standards often change from year to year, so it is important that a re-certification course is available to students. The Homecare Workers Training Center offers an IHSS re-certification course to help homecare workers retool their skills. We recommend re-certification every three years.

Prior to contact with patients, the student must undergo a criminal background check, present a physical exam form declaring him/her to be in good health without restrictions, and show a TB screening.

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job placement preparation
5. previous IHSS certification, dated at least two years previously
6. class attendance
7. 18 years of age or older

For more information on IHSS courses:
 Training Center Hotline: 213-384-1487
 ihss@homecareworkers.org
 www.homecareworkers.org

Certified Nursing Assistant (CNA)

15 students per session

Objectives: ethics, principles and practices, anatomy and physiology, pharmacology, nursing theory

Under the supervision and guidance of a licensed nurse (RN or LVN), the CNA is responsible for assisting with direct patient

care within the scope of their practice, which supports the patient environment.

The CNA assists staff to ensure optimal patient care and assists the healthcare team to provide and maintain a clean, safe and attractive environment for patients. Work will include components of direct patient care, nutrition, observation and documentation, transportation of patients and supplies, and general maintenance of the patient environment.

The CNA collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes. The CNA demonstrates knowledge of age-specific patient populations and cultural diversity during the provision of patient care.

The candidate for this class must be 16 years of age and test at a competent reading level as measured by CNA assessment.

Prior to contact with patients, the student must undergo a criminal background check, present a physical exam form declaring him/her to be in good health without restrictions, and show a TB screening.

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job skills
5. IHSS
6. 16 years of age or older
7. legally able to work in the

United States (with proof)

8. complete a Training Center application
9. successfully pass the CNA entrance assessment
10. no criminal record (minor violations okay)
11. attend the information session
12. commitment to completing the CNA program

For more information on CNA courses:
Training Center Hotline: 213-384-1487
cna@homecareworkers.org
www.homecareworkers.org

Licensed Vocational Nurse (LVN)

15 students per session

Objectives: ethics, principles and practices, microbiology, anatomy and physiology, pharmacology, medical-surgical, obstetrical and pediatric nursing theory

This full-time program prepares students in a variety of clinical care facilities including long-term care facilities, ambulatory clinics, pediatric day care settings, and acute care hospitals. Vocational nursing prepares the graduate to function as a member of the nursing team in performing basic nursing skills.

Prior to contact with patients in the clinical area, all students must undergo a criminal background check, present a physical exam form declaring him/her to be in good health without restrictions, and show a TB screening.

What kind of salary can graduates expect?

The increase in salary almost doubles that of a homecare worker. Many LVN's also have the option of becoming RN's, which is one of the best paying positions in health care before a medical doctor. Graduates of the HWTC program are prepared to serve as members of the healthcare team in acute, chronic and ambulatory settings.

What is the job outlook for graduates?

Outstanding! Graduates of this program are actively recruited by our partnered healthcare institutions as part of our agreements.

First, you must pass an LVN entrance exam, which is given at the school. In order to pass this exam we ask that you prepare yourself by attending our basic classes, which are geared to help you pass the exam.

Course includes:

- theory in ethics
- principles of safety
- microbiology, anatomy and physiology
- pharmacology
- medical terminology
- growth and development, psychology and nutrition
- medical-surgical, obstetrical and pediatric nursing theory and practice

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job skills
5. IHSS
6. 16 years of age or older

7. legally able to work in the United States (with proof)
8. complete a Training Center application
9. successfully pass the LVN entrance assessment
10. no criminal record (minor violations okay)
11. attend the information session
12. commitment to completing the LVN program

For more information on LVN courses:
Training Center Hotline: 213-384-1487
lvn@homecareworkers.org
www.homecareworkers.org

Medical Assistant

15 students per session

Objectives: anatomy, physiology, medical terminology

The objective of this program is to prepare the student for an entry-level position in the medical field as a front or back office assistant. Positions are available in clinics, hospitals and doctor's offices. Anatomy, physiology and medical terminology will be emphasized.

Prior to contact with patients in the clinical area, all students must undergo a criminal background check, present a physical exam form declaring him/her to be in good health without restrictions, and show a TB screening.

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job skills
5. IHSS
6. 16 years of age or older
7. legally able to work in the United States (with proof)
8. complete a Training Center application
9. no criminal record (minor violations okay)
10. attend the information session
11. commitment to completing the program!

For more information:

Training Center Hotline: 213-384-1487
info@homecareworkers.org
www.homecareworkers.org

Pharmacy Technician

15 students per session

Objectives: understand basic pharmacology; perform pharmacy operations of the drug distribution system, sterile product preparation, and outpatient areas

This course provides students with the basic knowledge and skills that will qualify them to work as entry-level pharmacy technicians in hospitals and retail facilities.

Upon successful completion of the training, the graduate will be able

to identify and understand drug nomenclature, dosage forms, routes of administration and abbreviations used in pharmacy; identify the most common medications by their trade and generic names; perform conversions and/or calculations of weights and measures; and understand California Pharmacy Law.

Course Requirements:

1. Vocational English as a Second Language (VESL)
2. adult math
3. adult English
4. job skills
5. IHSS
6. 18 years of age or older
7. legally able to work in the United States (with proof)
8. complete a Training Center application
9. no criminal record (minor violations okay)
10. attend the information session
11. commitment to completing the PT program

For more information:

Training Center Hotline: 213-384-1487
info@homecareworkers.org
www.homecareworkers.org

REGISTRATION

The Homecare Workers Training Center hopes that you will register for classes in your area! As an individual interested in providing care, you can increase your skills and ultimately advance your career.

To Register:

1. Please go to www.homecareworkers.org, call 213-384-1487, or visit any local ULTCW or HWTC partner office to request a registration packet.
2. Click on the registration packet in your preferred language.
3. Fill out the form completely.
4. Submit to The Training Center by email, fax, mail or in person.
5. Pre-registration is required for class attendance.*

There are many options to allow students to enroll without cost to the student. Your counselor at the Homecare Workers Training Center will assist with that process, and will help you to overcome any obstacles.

** Citizenship course does not require registration.*



We provide FREE training opportunities to more than 200,000 healthcare workers and to California residents, with a focus on underprivileged communities.

In 1999, The Homecare Workers Training Center (HWTC) was established when The United Long-Term Care Workers Union generously funded the creation of a separate, non-profit entity for the benefit of homecare and nursing home workers, their families and the community. The HWTC provides long-term care workers with tools to achieve their full educational and professional potential. Our training fosters expert care for our senior and disabled communities and addresses the critical need for trained nursing care for those in long-term care situations.

Our Approach is Comprehensive:

- Students learn and polish basic skills such as English as a Second Language, reading and writing, employment preparation and CPR skills, among others in order to achieve their educational and professional goals.
- A variety of classes are offered in English, Chinese, Armenian, Spanish, and more, reflecting our desire to reach any worker with the drive to advance.
- Students gain invaluable job readiness skills through résumé writing, interviewing skills and effective communications workshops.
- Our trained staff offers students individual counseling on a range of issues. This one-on-one attention makes the difference between a cold ordinary experience and a nurturing education. These issues range from overcoming learning difficulties to managing transportation issues.

In the coming years the Training Center will continue to serve the growing community of long-term care workers in California. We look forward to many more years of growth and service.



www.HomecareWorkers.org

info@homecareworkers.org

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