A Successful Year for Modoc Adult Education

The Modoc Adult Education program funded by the Adult Education Block Grant (AEBG) successfully completed its first year of bringing Job Readiness workshops to Modoc County through a collaborative agreement with CalWORKs. These workshops provided clients with training in the basic skills necessary to prepare them for employment. Clients who completed the month long workshop series were also provided with a new interview outfit. Stan Yagi, owner of Antonio’s Restaurant assisted with mock interviews, offering an employer’s perspective to workshop clients. The AEBG also offered funding for certificate programs and licenses to both job seekers trying to find employment and employed clients seeking to move up the “career ladder” with their current employer. (Continued)
Adult Education Block Grant Successes 2016-2017

- 14 clients completed the Job Readiness Workshop Series.
- 9 clients found new employment.
- 3 clients completed certificates.
- 3 clients are currently completing a certificate/license program.
- 3 clients are currently job searching with individualized assistance from staff at the Modoc Business and Career Network.
Climbing the Career Ladder!

Maria began working at Modoc Medical Center as a Certified Nursing Assistant (CNA) in February of 2011. Her career path goal had been to obtain full-time employment as a Medical Coder in the Healthcare sector. Unfortunately, Maria had not been able to afford the training required to make her career dream come true. Maria learned about the Adult Education Block Grant (AEBG) program and the possibility of funding for Medical Coding courses and certification costs. She contacted AEBG partner, Cal Works and was referred to the Modoc Business and Career Network for assessment.

Through the interview and assessment process, the Modoc Business and Career Network staff identified that Maria demonstrated both a compatible interest for Medical Coding and a likelihood of success in pursuing this career. Additionally, Modoc Medical Center had a job posting for a Medical Coder that they had been unable to fill. Maria began her challenging courses in January of 2017 while continuing to work full-time at Modoc Medical Center as a CNA. To date, she has successfully completed courses in Medical Terminology and Anatomy/Physiology. She is currently completing the final course which is Medical Coding. Maria expects to finish this course in August of 2017. Modoc Medical Center has offered Maria a Medical Coding position while she completes her final course and obtains certification. Maria will begin working as a Medical Coder at Modoc Medical Center in July. Congratulations, Maria on making your dreams come true!
On-The-Job Training FOR THE WIN!

The Modoc County Sheriff’s Office faced an ongoing problem with retaining entry level recruits, many who had relocated to Modoc County from larger cities. After a short time these recruits transferred out of the county after gaining valuable training experience. The Modoc Business and Career Network staff worked with the Sheriff’s Office to find ways to mitigate this problem. The On-The-Job Training (OJT) program was identified as one avenue to help shift this trend. The Sheriff’s Office was looking for candidates with a passion for law enforcement, a desire to live in a small, rural community and the ability to “wear many hats”. Working with a small staff, it was crucial for the department to have employees that were cross-trained and able to “wear many hats.” The OJT program gave the Sheriff’s Office the opportunity to hire staff with the key qualities they desired though they were lacking the technical skills and experience necessary for the job.

Justin is one example of a successful OJT partnership. His career path goal was to work in the Public sector in law enforcement. While he had a short term experience as a police officer mainly performing traffic duties, he had been out of work for an extended time period and was struggling with finding a permanent position in the law enforcement field. Over the course of many months, Justin had interviewed with seven law enforcement agencies in both California and Oregon, but had not been hired. He had also applied for a Correctional Officer/County Bailiff position with the Modoc County Sheriff’s Office. The Sheriff’s Office was the only law enforcement agency of the eight that he had applied to who expressed an interest in hiring him. The Sheriff’s Office recognized that Justin would need extensive training in order to perform the challenging dual duties of a Correctional Officer/County Bailiff effectively given his lack of experience in either area. But, they also saw that he was passionate about working in law enforcement and looked forward to living in the small, rural community with his family. Additionally, Justin also expressed an eagerness to learn to “wear the many hats” needed for his position. Interviews and assessments conducted by a Modoc Career Center Advisor indicated that the Correctional Officer/ Bailiff position would be compatible with Jason’s interests and abilities. A list of job skills goals was compiled by the Modoc Business Service Representative and the Sheriff’s Office to gauge Jason’s progress over the length of the OJT. The OJT program offered funding assistance for training costs and support for Justin from a Career Center Advisor during his training. Justin began his OJT in January of 2017 and successfully accomplished all of the predetermined skill goals on May 28, 2017.
The Modoc Business and Career Network recently partnered with the Modoc County Public Works Department through the On-The-Job Training (OJT) program. OJT plans were created for the County’s two new full-time positions for permanent Building and Grounds Maintenance Workers. Through assessments and interviews, the unique skill levels, work history and areas of training that needed to be addressed during the OJT program were identified. Working with the employer, each training plan was tailored to fit the individual employee and facilitate a successful training outcome.

Aaron had some experience in grounds keeping, but was lacking a working knowledge in trade areas such as carpentry, plumbing, roofing, welding, excavating, flooring, cement foundation and electrical work. Working knowledge of these trades was a necessity for the special project assignments that Aaron would be working on in his new position as a Building and Grounds Maintenance Worker. One special project he would participate in during his OJT was a remodel of the judge’s chambers in the County Courthouse.

In contrast, Donnie had extensive experience in building and grounds maintenance and a working knowledge of the trade areas, but no official supervisory experience or computer knowledge. In his new position as a Building and Grounds Maintenance Supervisor these skills were crucial. Donnie would need to learn about a number of subjects including the recruitment process and rules associated with interviewing and hiring. He would also need to acquire the skills necessary to supervise employees in day-to-day maintenance work and on special projects in compliance with OSHA safety standards. Additionally, he would also need to become proficient at creating forms and reports on the computer, ordering supplies online and other computer tasks. (Continued next page)
Both Donnie and Aaron successfully completed their individual OJT’s accomplishing all of their predetermined skill goals. One highlight during the training period came during a surprise OSHA inspection to the remodel site in the judge’s chambers. Due to Donnie’s leadership in safety compliance and the teamwork of the crew the inspection yielded no issues. Given the number of safety issues to consider in a remodeling environment, everyone was especially proud of this accomplishment.

Summing up the success of the OJT program, Chester Robertson, Modoc County Administrative Officer noted a crucial difference in this OJT program. He stated, “The employees participating through this training opportunity greatly benefited from the process which enables the agency to identify areas for improvement and training tailored to their specific skills and experience or lack of. This is unique to many programs which are rigid, inflexible and defined by set curriculum.”
Shawn Mack came into Modoc Business and Career office in March of 2017. He had previously participated in the Adult Education Block Grant program (AEBG) which consisted of a series of eight employment workshops. Shawn successfully completed the workshops and received a completion certificate. Although employment was his ultimate goal, he knew that getting his GED would be key to his success. He had other challenges that made it difficult in finding permanent employment on his own. He had heard how the Youth Program had helped others in the past and he felt this would benefit him as well.

By 11th grade, Shawn was so far behind in credits that it seemed overwhelming and dropped out of high school. With the support of his Career Advisor he felt he could take and pass the GED. He was nervous to take the pre-tests and see how much he had to study.

He came to the program with a lot of determination and sense of urgency to reach his goals. Shawn received assistance with the cost for the GED pre-tests. Using MyGED.com Shawn was able to determine what areas he needed to improve in order to pass. He took all four pre-tests which determined that he would need additional assistance with Math. He was given study guides to help him prepare and worked with his Career Advisor to review Math topics. He scheduled two GED tests and took them at the Susanville Library and passed the Language and Social Studies portion with flying colors. Shawn couldn’t be more proud of himself. He stated; “I’m so excited to see that I’m a step closer to getting my GED”. He will be taking the Math and Science in the upcoming month.

Once he obtains his GED Shawn would broaden his employment search to include positions that had previously been out of his reach as they required a high school diploma or a GED. Shawn has done several mock interviews and has prepared an interview outfit. He has also prepared a Resume and Master Application to help him secure full-time employment that will help him become self-sufficient. Keep up the good work Shawn. Hard work pays off!!!
Modoc County
Total Visitors
2,251

Modoc County
Business Services
Business Served 115
Service Provided 883
Positions Filled 230

AFWD
Total Clients
Enrolled: 955

Unemployment Rate
(As of: May 2017)
Butte 5.0%  Nevada 3.8%
Lassen 5.0%  Plumas 7.1%
Modoc 5.8%  Sierra 5.7%