

RECEIVED DEC 07 2017
 Received By:
 J. Hope Marcks

**Lake County Tribal Health, Consortium
 JOB SKILLS PROGRAM
 "Reaching a better place"**

You have been Invited to Join!

LCTHC JOB SKILLS CLASSES BEGINNING JANUARY 8, 2018
AT SCOTT'S VALLEY TRIBAL OFFICE – 1005 PARALLEL DRIVE
LAKEPORT, CALIFORNIA 95453
(PLEASE SEE DAYS/HOURS BELOW)

The LCTHC Human Service Department offers JOB SKILLS classes in support of finding a job or a better job in the community where you live. TWO jobs skills classes are offered:

Home Maintenance and Repair or Business Office Skills and Practices

These classes provide YOU the necessary skills to find employment, and remain employed on your job.

WHO CAN APPLY?

The program is offered to LCTHC Native American clients who are enrolled in the LCTHC Clinic and who have completed the enrollment packet.

WHAT DOES THE PROGRAM OFFER?

ON: MONDAY, WEDNESDAY, FRIDAY
 Home Maintenance and Repair offers an Adult Education class giving graduates an Intermediate to Advanced Certificate of Achievement in Home Maintenance and Repair, a letter of recommendation, and job search support preparing the participant for a beginning job in the construction field.

ON: TUESDAY, THURSDAY
 Office Skills and Practices class offers an educational class in Office Skills and Practices preparing the participant for an entry level office job. The participant also receives a Certificate of Achievement, letter of recommendation and job search support.

CLASS HAS AN OPEN ENROLLMENT POLICY

For further information call (707) 263-8382, ext. 1303
 (or) come into the LCTHC Human Service Department for an enrollment packet.
 Enrollment is required