



Welcome to

JOB TRAIN

About JobTrain

JobTrain transforms lives and communities in Silicon Valley.

We prepare individuals for successful, sustainable careers in high-demand and emerging fields through Career Training, Employment Services, and Supportive Services.



JOB TRAIN

What is JobTrain

- Non-profit organization since 1965
- Offers career training programs in high demand fields, employment services, GED/HiSet, skill upgrade classes, and supportive services
- Completely FREE to JobTrain students and clients
- 2 Accreditations



Services:

- Virtual job board
- Information on training and other services
- Career advising
- Virtual workshops (like resume writing and interviewing)
- And more!
- Open to the public!
- By appointment only
- No Cost to the public



Menlo Park Career Center

1200 O'Brien Drive, Menlo Park, CA 94025

For more information call Karen Cruz at (650) 330-6429

Mondays thru Fridays

8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m.

(Preferably by appointment, but walk-ins are welcomed)

Serving Bay Area residents with their job search needs.

Career Development Services

- Resume Development
- Interview Practice
- Job Placement Services and Career Exploration
- Online Job Readiness Workshops
- Access to Virtual Employment Tools
- Incentives for finding your New Job!
- Access to on-site technology: printer, laptops, and WiFi
- Supportive Services as needed

Career Training Programs

- Carpentry
- Building Maintenance
- Culinary Arts
- Certified Nursing Assistant
- Medical Assistant
- IT Service & Support/Advanced IT

Other Career Center Locations

South San Francisco
366 Grand Avenue
650-330-6453

East Palo Alto
2100 University Avenue
650-384-6961

San Jose
1560 Berger Drive
650-330-6501



JobTrainWorks.org

JobTrain is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Locations:

- 2100 University Avenue, East Palo Alto, CA 94303
- 1200 O'Brien Drive, Menlo Park, CA 94025
- 366 Grand Avenue, South San Francisco
- 1560 Berger Drive, San Jose, CA 95112
Located within the San Jose Conservation Corps & Charter School

Clients' Demographics

Clients' Ethnicity

62%	Hispanic or Latino
11%	African-American
10%	Caucasian
9%	Asian American
6%	Pacific Islander
2%	Other

Where Clients are From

26%	East Palo Alto
20%	Redwood City
16%	Santa Clara County
16%	Rest of San Mateo County
16%	East Bay



Video

Why JobTrain

76%

Average job placement after graduation

77%

Still employed and many promoted 1 year later



\$23

Average hourly starting wage

JobTrain's Youth Program

- If you are 17-24 years old
- Reside in San Mateo County, Palo Alto, or Mountain View
- You may qualify to receive additional career support and services
- Contact Peter Ibarra at:
pibarra@jobtrainworks.org



Online Courses

- **ESL Beginner & Intermediate**
- **Digital Literacy**
- **Computer Literacy in Spanish**

Digital Literacy



Computer Literacy in Spanish



ESL Beginner



ESL Intermediate



ESL

- The **Beginner** class focuses on fundamental English elements, such as familiarization of the alphabet, numbers, time, months and days of the week, money, and transaction terminology, as well as learning to use these common words in formulating simple questions and responses.

The **Intermediate** class emphasizes English grammar – pronouns, nouns, adjectives, etc., and how they are used to structure complete sentences. Students practice speaking, reading, and writing to re-enforce what they learn.

- **Location:** Online
Mondays & Wednesdays 6-7:30PM



JobTrain ofrece dos clases de inglés para no hablantes nativos. Mayor conocimiento y familiaridad del idioma inglés. Aprender inglés abre oportunidades de empleo y promociones, así como una mayor participación en la comunidad.

Digital Literacy

- Gain practical, employable skills to help you succeed in the workforce. You will become familiar with commonly used software programs, online tools, and social media platforms. There are three classes, each with their own focus. You may take just one, two, or all three of these classes, in any order you wish. Classes consist of discussion, hands on learning, scenarios and exercises.
- **Location:** Online
Monday - Thursday, 4-6PM (with optional Lab Friday 10-11AM)



What You'll Learn:

- Operating systems
- Safety & Ethics
- Improve typing skills
- Introduces social media: Slack, Skype, LinkedIn and Facebook
- Learn G Suite: Google Drive, Docs, Sheets and Slides
- Learn Microsoft Word, PowerPoint, Outlook and Excel

Computer Literacy in Spanish

- This introductory computer course is taught in Spanish for Spanish speakers. You'll learn about operating systems, management and customization, how to utilize the world wide web, Microsoft Office programs and social media platforms and much more. Students must have a computer or laptop use for the class.
- **Location:** Online
Mondays & Wednesdays 6-7:30PM



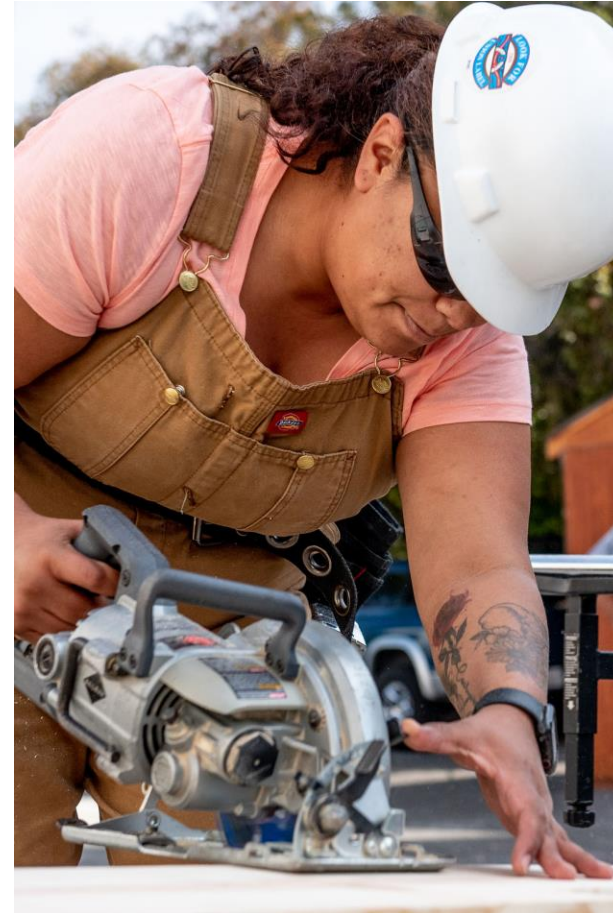


QUESTIONS

Career Training Programs

CONSTRUCTION

- Carpentry
- Building
Maintenance



Carpentry

The course offers an introduction to construction and environmental training. Students are trained in basic general construction skills as well as HAZWOPER (hazardous waste operations). There will be computer-based curriculum activities. Students will gain a strong foundation in construction, green building, and forklift instruction. Graduates can begin careers as carpenters, ironworkers, electricians, plumbers, drywall workers, and other general construction labor occupations.

Location: Menlo Park

Certifications:

- Forklift instruction and Certification
- HAZWOPER Training and Certification**
- Confined Space Training**
- CPR Certification
- OSHA 30 Hour Safety Training and Certification**
- HILTI Powder Actuated Certification
- 15 Hour Disaster Site Worker Training

**Trainings offered as funding is available, generally twice a year.



Career Opportunities:

- Both Union and non-union carpenters, Drywall, Ironworkers, Electricians, Plumbers, Apprenticeship programs, and general Labor occupations.
- Environmental Health and Safety Firms and Companies
- Material Handling Opportunities



Building Maintenance

- This training program is an overview of basic skills for maintaining and managing interior/exterior of housing complexes, apartments and professional office suites. Students will be shown how to minor repairs and upgrades such as painting, drywall installation, plumbing, electrical and finished work. Currently the class is hybrid and includes in-person and remote learning.

■ **Location:** Menlo Park



Career Opportunities:

- Building Maintenance Tech
- Facility Maintenance
- Property Maintenance
- Janitorial Maintenance
- Building Supervisor

CULINARY ARTS



Culinary Arts

■ The Culinary Arts Program at JobTrain is an introduction to commercial cooking. Students will learn all the basic rules of working in a commercial kitchen and will be prepared for an entry level job in the industry. The Culinary Arts class is currently be taught as a hybrid of online classes and in-person at JobTrain. The Culinary Arts class will prepare students through hands on instruction, lectures, reading assignments, workshops, and group projects.

■ **Locations:** Menlo Park, Mountain View

■ **Certifications:**

- National Restaurant Association ServSafe



Career Opportunities:

- Prep Cook
- Line Cook
- Corporate Dining Centers, Hotels, Country Clubs, Restaurants, Hospitals, Colleges
- Self-Employment – food truck vendor, caterer



HEALTHCARE

- Certified Nursing Assistant
- Medical Assistant



Certified Nursing Assistant

- Students learn proper healthcare procedures to work in a skilled nursing facility. This includes following HIPPA procedures and regulations, proper patient care, and emergency procedures through hands-on clinical work. This class prepares individuals for the California state exam for Certification as a Nurse Assistant. The class is taught as a hybrid of online classes and in-person sessions at JobTrain.
- **Location:** Menlo Park
- **Certifications:**
 - State of California Certified Nurse Assistant
 - Home Health Aid Certification
 - CPR Basic Life Support-American Heart Association

* Background check mandatory.



Career Opportunities:

- Certified Nurse Assistant
- Skilled nursing, extended care facilities, and home health care agencies and registries.
- CNA's are employed in acute hospital settings, though further training is required by most.

Medical Assistant

- Students learn medical terminology, billing, and coding; learn how to take patients' vital signs; giving injections (IM, ID, & subQ); Venipunctures; doing ECGs; making dose calculations and metric conversions; and receive CPR certification. Graduates are prepared for NCCT certification. The class is currently be taught as a hybrid of online classes and in-person sessions.
- **Locations:** Menlo Park (Day or Night), San Jose (Day)
- **Certifications:**
 - CPR Certification
 - Optional: Profession Industry Certification: NCCT-National Certification Of Competency Testing

* Background check mandatory.

** Must complete 160 hours externship



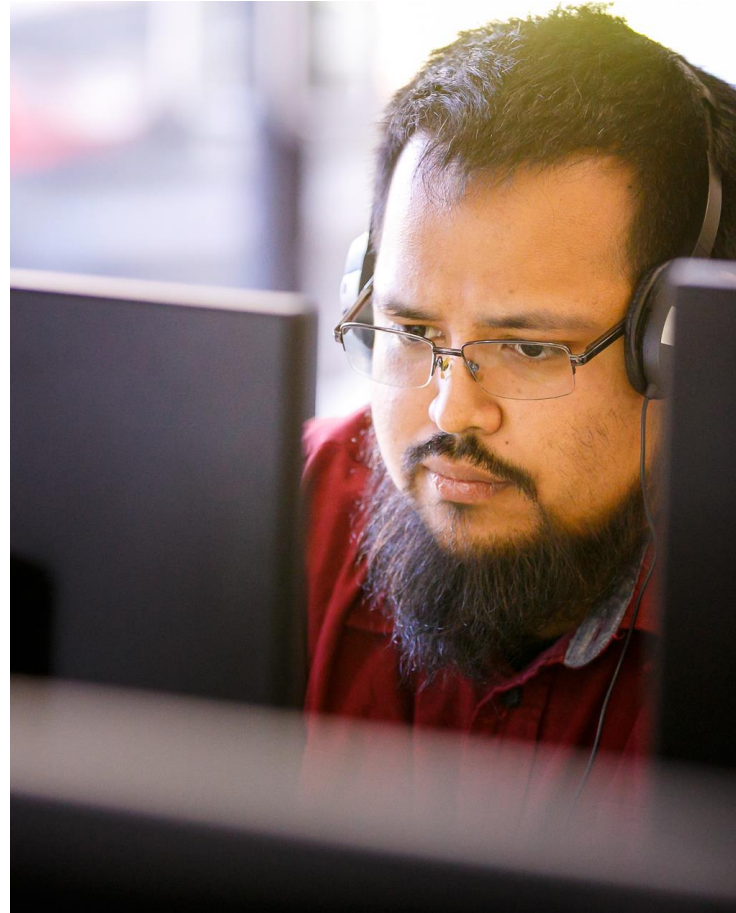
Career Opportunities:

- Medical Offices
- Optometrist Offices
- Wellness Centers
- Surgical Center
- Other Medical Specialty and Outpatient facilities



IT Support

- IT Services & Support



IT Services & Support

- This foundational course for careers in the technology field will prepare graduates for entry level desktop support, help desk, and technical customer service jobs. This certificate program introduces people to troubleshooting and customer service, networking, operating systems, system administration, automation, and security—all the fundamentals of IT support.
- **Location:** Online
- **Certifications:**
 - Google IT Support Professional Certification (must complete all modules)



Career Opportunities:

- IT Support Technician
- Help Desk Specialist
- IT Desktop Support Tech
- Foundation for additional Certifications (NETWORK, Security, etc)