

# Suffolk County Department of Labor



## RECRUITMENT

1. High demand health care occupations: Pharmacy Technician, LPN, Medical Assistant, CNA, Medical Secretary/Billing.
2. Recruitment approaches: One-Stop Career Center, TANF Employment Program.
3. Recruitment goal: 500 recruits this year.

## ASSESSMENT, ACADEMIC ADVISING, AND ACADEMIC SUPPORT

1. Tests used: Ability to Benefit (ATB) test, Wonderlic, TABE, Pre-GED testing.
2. Learning support available: Initial assessment, orientation, in school follow-up, post-graduation follow-up and post-employment follow-up.
3. Enrollment goal: 200 students.

## EDUCATION AND TRAINING

1. Pre-training courses: Office Assistant, Work Experience, ABE, ESL and Basic Adult Literacy programs.
2. Programs offered:
  - A. Medical Assistant; school certification and NCCT certification, between 350 hrs and 960 hrs, 50 students.
  - B. Medical Coding & Billing; School certification and NCCT certification, between 156 and 960 hours, 50 students.
  - C. Certified Nursing Assistant; NYS certification, 160 to 175 hours, 30 students.
3. Program completion: 210 students.

## SUPPORT SERVICES

1. Child care: Dept. of Social Services, Little Flower, LI Head Start, Child Care Council.
2. Housing: Dept. of Social Services.
3. Utilities: HEAP/Dept. of Social Services.
4. Transportation: Dept. of Social Services.
5. Training resources: SCDOL, HPOG funds and Dept. of Social Services.
6. Clothing: Dress for Success.

## EMPLOYMENT AND EMPLOYER RELATIONS

1. Employer engagement strategies: Engage employer partners with job fairs and job openings.
2. Employment goal: 91 students in health care professions.