

The Source

A publication of the Stark Tuscarawas Workforce Development Board



Stark and Tuscarawas Counties

A proud partner of the
American Job Center network

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Happy New Year!



Success Stories

To'Najha Davis and the CCMEP Program

To'Najha Davis requested funding for a Medical Assisting certificate in April of 2022. By June of 2022, To'Najha had begun her journey in the program at LaRock Healthcare Academy and she completed her training with outstanding grades and attendance in November 2022.

Davis had an amazing attitude, ambition, and drive to reach her goals throughout her time in the program. While working, taking care of her children, and juggling the maintenance of life, Davis still found a way to achieve her goals and begin her path toward working in the medical profession. Any obstacle thrown her way was quickly resolved and all with a positive outlook.

"All in all, To'Najha was very capable of a successful outcome all on her own, but it was a privilege to be able to play a small role in her journey. I am so proud of her. Miss To'Najha deserves the best that life can provide, and I have no doubt that she will continue to get it for herself and her family," stated Jessica May, Young Adult Specialist.

With funding from Workforce Initiative Association (WIA) through CCMEP, Davis successfully obtained a certificate for Medical Assisting, but before she had even completed the Medical Assisting program at LaRock Healthcare Academy, she was sure to get everything in order to be able to find employment.

With the help of Eve Fontes, Resource Room Specialist, Davis was able to compose a resume that helped her obtain employment within a week's time. She had such great motivation and drive, she should be very proud of herself.

To'Najha Davis said, **"I want others to know that if no one supports them, then this program does."**

One final remark from Davis' case worker, Jessica May, "I could not be more proud of To'Najha. She reminds me why I got into this line of work, to begin with. To see her reach her goals and to be able to support her in any way that I can brings the utmost joy to me. I am privileged to be able to work with WIA to help those who may need it most. Congratulations, To'Najha. Continue working toward anything you want in life, ***there is nothing you cannot do.***"

Holidays at the OhioMeansJobs Stark and Tuscarawas Centers



Buckeye Career Center and the Adult Diploma Program (ADP)

Buckeye Career Center Adult Education is the place to be if you are interested in earning a high school diploma and industry-recognized credential. The Adult Diploma Program (ADP) allows any adult, age 20 or older without a diploma, to earn a high school diploma or GED, along with an industry-recognized credential, and a career-technical certificate.

Eligible adults can enroll in Auto Tech, Nail Tech, Phlebotomy, STNA, Level 1 Firefighter, Level II Firefighter, or the Welding short course. All of these programs are considered short-term and can be completed within the span of several months, depending on the chosen program. The Adult Diploma Program is free to Ohio residents.

“This program is different from a traditional high school setting because the delivery of instruction is primarily skilled hours to earn an industry-recognized credential in an in-demand career,” stated BCC Adult Education Director Frank Polen. “Once a student demonstrates mastery of a skill and earns that credential, he or she is then prepared for a career in an in-demand field.”

To enter the program, students must pass a WorkKeys test and be at least 20 years old. Issuance of a diploma is contingent upon passing all course requirements and assessments and earning an industry-recognized credential at a state-approved educational institution.

“Education is not a race, and sometimes as we stop and look around, daily life sometimes has a way of detouring our original goals and plans. I applaud the Ohio Department of Education, as well as the Ohio Department of Higher Education, for continuing to recognize this and support such programs that can truly be life-changing,” commented BCC Adult Education Assistant Director Steve Rippeth.

Since starting the program last year, Buckeye has had over a dozen students earn their diploma along with credentials in Auto Tech, Phlebotomy, Firefighter and Welding.



Project REBUILD Re-Engages Young Adults

Project REBUILD's mission is to re-engage young adults ages 16-24 to create pathways to academic, professional, and leadership opportunities while providing them with the skills and support to set them up for lifelong success. Project REBUILD believes in creating a caring, supportive, and positive learning environment to develop and learn new skills to maximize their full potential.

Our staff works closely with each participant to help set their individual goals and help maximize their potential, as well as follow up after members have completed the program.

The Project REBUILD program lasts for (9) months, during which students will learn, develop, and achieve by learning soft skills and getting hands-on training. Student members also get paid during their training and can earn additional incentives along the way. During the course of their (9) months with Project REBUILD, students have the chance to earn their high school diploma, learn about careers, post-secondary education, and organizations that positively impact our community. Students can also earn multiple certifications while participating in the program.

For more information about getting involved with Project REBUILD as a volunteer, mentor, or donating please visit www.ProjectRebuild.org. Your help and support is always appreciated!



Tech Tips with Carolyn Varlamos

This month's Tech Tips look at how to group columns and rows in Microsoft Excel and how to recall an email and create a rule to delay sending emails in Outlook. The tips have been found by OhioMeansJobs tech guru Carolyn Varlamos with the help of the HowtoGeek.com and techrepublic.com websites.

How to Group Columns in Microsoft Excel

By Sandy Writtenhouse, How-to Geek

If you organize a spreadsheet by columns, you may only want to work with specific columns at one time. In Microsoft Excel, you can group columns and expand and collapse them as you work. We'll show you how to do just that.

<https://www.howtogeek.com/842545/how-to-group-columns-in-microsoft-excel/>

How to Group Rows in Microsoft Excel

By Sandy Writtenhouse, How-to Geek

Viewing only the data you want to see can be tedious when you're working with a large spreadsheet. Luckily, Excel offers various tools you can use to simplify your data. For example, you can easily group rows in Excel and then collapse or expand your data as needed.

<https://www.howtogeek.com/842933/how-to-group-rows-in-microsoft-excel/>

How to Recall an Email and Create a Rule to Delay Sending Emails in Outlook

By Sandy Writtenhouse, How-to Geek

"Oh no, I shouldn't have sent that email." This has happened to all of us at least once. The good news is that you can unsend or recall an email in Microsoft Outlook. To help you prevent this scenario in the future, we'll explain how to unsend an email and how to delay emails so you can review them.

<https://www.howtogeek.com/835380/how-to-recall-an-email-in-microsoft-outlook/>



Early Childhood Resource Center Childcare Program Opportunity



EARLY CHILDHOOD
RESOURCE CENTER

Looking for a career change?

- ✓ Paid credential in the child care field
- ✓ Job placement at \$13+ per hour
- ✓ First year incentives and hiring bonus

Stark County residents with a high school diploma or GED should contact us immediately! Program is free, but spaces are limited!

Complete orientation and classes in as little as 4 weeks, followed by job placement at \$13+ per hour.

First Aid/CPR and mentoring included in the program.



This program is brought to you by the Early Childhood Resource Center with funding from OhioMeansJobs.

To register, call or text Haley at (330) 903-1934.

<http://ohiomeansjobs.com/stark>

<http://ohiomeansjobs.com/tuscarawas>

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