

## The Employment Institute



Alliance for Strong Families and Communities  
**National Agency of the Year**

### What is the Employment Institute?

The Employment Institute offers multiple nationally recognized certification programs, employment opportunities, life skill and work readiness training, education services and employment exposure/ search services. We work with any individual experiencing significant barriers to employment. When individuals leave Auberle's Employment Institute, they understand and embrace the "real world" of work and have an employment training and opportunity that will enable them to be productive members of the community.

The Employment Institute has a history of providing successful outcomes. With eight nationally recognized certification programs, we are the go to workforce development program in the Southwest Pennsylvania region. The Employment Institute was recently awarded the Juvenile Court Judges Commission Community Based Program of the Year award.

The Employment Institute has staff on-site daily to help individuals gain knowledge of what the real world of work really is. Our dedicated team of Case Managers work on an individual basis with each youth to help them accomplish their professional goals.

### Employment Institute Services

#### National Certifications

**OSHA Safety:** The **Auberle OSHA 10-hour Construction Trade Certification** provides training for entry level workers in recognizing health hazards and using proper safety techniques in the construction workplace. Students also receive information regarding construction workers' rights.

The **Auberle OSHA 10-hour General Industry Certification** includes training and information on employee rights, responsibilities, filing complaints and recognizing potential hazards for entry-level general industry workers. Workplace safety training is a requirement to work for any construction company.

After you complete the OSHA Certification, you will have a wallet ID card to prove to employers that you have the necessary safety training. This certification gives an advantage in the job market.

**HAZWOPER:** The HAZWOPER (Hazardous Waste Operations and Emergency Response) Certification Program trains our students for a career in environmental protection and clean-up services. The program focuses on teaching you the right protocol for responding to hazardous waste and oil spills, how to test for different levels of air quality and the particular way to transport and tow hazardous items. This is a 12-week program and individuals must have a High School Diploma or GED.

### The Employment Institute offers the following:

#### National Certifications:

- OSHA 10 safety
- HAZWOPER
- Certified Nursing Assistant
- A Plus (IT Help Desk)
- Customer Service
- Culinary Arts

#### Youth Run Businesses:

- Landscape
- Catering
- Construction Apprenticeship

#### Case Management Services:

- Access to the 412 Youth Zone
- One-on-One case management
- Digital Work Ethic Badge
- Life skills
- Assistance with job searches and career exposure
- Mentoring
- Driver's Training
- Jump Start Success

## The Employment Institute

**Certified Nursing Assistant:** The **Certified Nursing Assistant (CNA) Certification** program was requested by our students and our healthcare system partner, University of Pittsburgh Medical Center (UPMC). By offering this course, participants will start on a career path in the health administration field with our region's largest employer-UPMC. The goal of the CNA program is to prepare students for state certification and to function as an efficient, knowledgeable safe CNA.

**A PLUS (IT Help Desk):** The **A PLUS (IT Help Desk) certification** is an entry level program for participants that are interested in pursuing a career path in the technology field. The certification will be offered through a partnership with Ideal Integrations. You will learn the importance of today's technology field and receive hands-on experience and instruction in computer repair and other IT activities alongside local Service Desk Technicians.

**Customer Service:** The **Customer Service Certification** teaches individuals the necessary skills for sustainable employment in the customer service industry. During this certification program,

students are taught how to use basic computer application programs, such as word processors, spreadsheets and e-mail programs and how to effectively communicate with customers. You will also be awarded the opportunity to work alongside Auberle receptionist while they are in pursuit and even after they receive their **Customer Service Certification**.

**ServSafe Certification:** After an intensive 15-week training period, graduates of our Culinary Arts Program earn their **ServSafe Certification**, a food safety and sanitation certification. As Pennsylvania requires an individual with ServSafe certification present at all times in eating establishments, this certification makes our Culinary Arts Program graduates sought after by food service employers.

### Youth Run Businesses:

**Landscaping:** Auberle's landscaping program trains youth, ages, 16-24, in all aspects of professional landscaping and lawn care services. Our youth are hired to work alongside a landscape mentor at Auberle and help maintain commercial, business properties, and even Auberle's grounds. Along with a paid position, there are opportunities to advance and become a crew leader. This program offers year-round employment opportunities.

We connect youth to local employer partners in the landscaping industry following completion of the program. Youth who successfully complete the program will have real-world work experience, references and on-the-job training.

**Catering:** Auberle's exquisite catering company is a youth run business that caters events for local businesses, organizations and government agencies. The catering includes preparing the food, delivering and setting it up, and serving food. Our young adults have catered weddings, picnics, business meetings and social gatherings.

**Construction Apprenticeship:** The Construction Apprenticeship helps low-income young adults living in Allegheny County complete their GED, learn valuable construction skills and participate in one-on-one mentorship sessions that will eventually help them secure sustainable employment and become a leader and part of change in constructing homes throughout Allegheny County.

### Case Management Services:

**Digital Work Ethic Badge:** We recently implemented the Digital Work Ethic Badge that provides you with the opportunity to earn ten mini-work ethics badges reflecting a key work ethic attribute that regional employers value when hiring new staff. When an individual earns ten mini-work badges, they are presented with the Digital Work Ethic Badge to be added to their electronic resume for employers.

**Driver's Training Program:** Auberle offers a Driver's Training Program helps individuals obtain a valid Pennsylvania Driver's License. Auberle assists with all trainings needed for license preparation, including a 30-hour online education course and six hours of behind the wheel instruction from a state licensed Driver's Training Program. We make arrangements to take your on-road driver's test, this even includes making arrangements for a vehicle to take your test, if need be.