Receive the Training You Need to Get the Job You Want!

Job seekers accelerate skill building by layering applied learning with industry recognized certifications.

Career pathways match the aspirations of our participants with the in-demand job opportunities of today's workforce. Targeted learning objectives in each pathway represent the critical skills needed to excel!

**Office Administration**
- Computer Competencies
  - Microsoft Office
  - Outlook
  - Google Drive
- Protecting Personally Identifiable Information
- Front Desk Security
- Email & Phone Etiquette
- Budget Concepts

**Health Care**
- Medical Terminology
- HIPPA Compliance
- First Aid & CPR Certification
- Advanced Certifications
  - Chemical Dependency Counselor Assistant
  - State Tested Nursing Assistant
  - Home Health Aide Certification
  - Pharmacy Technician

**Food Service**
- OSHA Kitchen Standards
- ServSafe Certifications
  - Food Handler
  - Allergens
  - Workplace
  - Manager
- Advanced Cleaning & Sanitation
- Customer Service Certification

**Customer Service**
- Effective Positive Communication
- Issue Identification & Problem Solving
- Customer Service Certification
- Microsoft Office & Outlook Competency
- National Retail Federation Certification

**Facility Management**
- Custodial Technician Certification
- Hazardous Material Handling
- OSHA Janitorial Standards
- Inventory Management
- Forklift Operator

Learn More: 1-800-554-5335 | vantageaging.org/workforce

Prepared | Experienced | Motivated

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