

**JANUARY-MARCH 2014**

## **Smart Business Resource Center-Trinity**

The Smart Business Resource Center provides workforce services in Shasta and Trinity Counties. We are a private, non-profit, public benefit corporation. Smart receives funding from the U.S. Department of Labor and the State of California.

Over the past 30 years, The Smart Center has invested more than 40 million dollars in local businesses in Shasta/Trinity County through hiring and training services.

### **Mission**

- ◆ The Smart Center strives to match job seekers to our business customer's needs and skill levels. We strive to create a demand-driven system that helps employers find the workers they need as quickly as possible.

### **Our Commitment**

- ◆ We believe the only way to achieve our mission is through a stable and prosperous business community. Local business is our primary customer. Our goal is to improve their bottom line by providing a skilled and flexible workforce, and wide range of human resource services.
- ◆ When businesses are healthy, so are workers, their families, and the community.
- ◆ By making Business Services a priority, We've been able to maintain past program enrollment levels and increase participant training and job placements.
- ◆ The End Result Positive impact to Shasta/Trinity County businesses in cost savings and increased revenue.

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## Smart Offers Testing for Businesses

For several years Smart has been assisting Trinity River Lumber with their employee recruitment and pre-screening needs. Smart Business Center assists with collecting resumes for the business. For a small fee to Trinity River Lumber, Smart assists in helping administer and proctor the TABE testing. These evaluations cover basic skills in Reading Comprehension, Problem Solving, and Math computations. Equivalency grade levels are determined and the results are then provided to the employer to review. Trinity River Lumber utilizes this screening to find the best candidates for their business.

Tops Supermarket has also taken advantage of these services. Smart collects resumes for the employer and also tests candidates with the TABE testing. This has helped improve the quality of candidates for both their Weaverville and Redding locations.

For more information on how Smart Business Resource Center can assist you please contact the local Smart office.

## Smart Services

### Job Seeker Services

The Smart Center strives to match job seekers to our business customer's need and skill levels:

- Technology  
Internet Access/Copy/Fax
- Resume Writing Skills/Cover Letters
- Assistance with Online Applications
- Career Exploration
- Typing Certificates
- Prove-it Testing and Tutorials
- Job Search
- Cal Jobs Posting
- Trinity Journal Postings
- Business Postings
- Workshops (Basic Computer Skills, Outlook Workshop & Introduction to Microsoft Word and Excel.)
- Training
- One on One Assistance
- Mock Interviewing

### Business Services

The Smart Center delivers Employer services enabling growth, retention, training and staffing needs of local businesses.

- Job postings/Job orders
- Facility Use for interviews
- Hiring Fairs
- Skills Pool
- Collecting Resumes/Prescreening candidates
- Worksite Training/Work Experience
- Applicant Testing  
Typing Tests  
Prove-it Testing and Tutorials
- Online Training
- Lay-off Assistance
- Tools for Business
- Labor Market Information

## Community Outreach

Our community focus this quarter is to establish more of an outreach to our youth population and help prepare them for the workforce through job shadowing and career exploration. We are reaching out to businesses to help train and provide hands on experience within their industry.

Here is a list of community outreach:

- Weaverville Rotary
- California Heritage Youth Build Project
- Health and Human Services
- Trinity Tourism Business Improvement District
- Hayfork and Trinity High Schools
- Weaverville Chamber
- Trinity County Office of Education
- Homeless Continuum at Care
- Trinity Chamber
- Trinity Lions Club

## Client Success Stories

It is always nice to receive feedback from our Smart clients. Here are a few comments from our clients that have found positions utilizing the Smart Center:

“Go to the Smart Center to seek help from professionals.”

“Utilize the Smart Center. They know all the jobs available within the community.”

“Smart helped me with everything I needed to find a job. They provided interview tips, helped update my resume, provided copies, and helped me apply to a variety of jobs. The staff have such a great attitude and willingness to help.”



## Trinity Hospital-Certified Nursing Assistant Program

Mountain Communities Healthcare District-Trinity Hospital and Smart Business Resource Center started a Certified Nursing Assistant Worksite Training Program. Trinity Hospital provided the class room/ work site training for CNA's which started on September 30, 2013 and will be completed on January 10, 2014. A total of 10 participants were enrolled in this customized Worksite Training. The three month training program has been a combination of hands on training in the acute care hospital setting, and instructor guided class room training. 7 out of the 10 participants enrolled are currently working with Trinity Hospital. 5 received their certification as a Nurse Assistant.

Smart and Mountain Communities Healthcare District-Trinity Hospital will be providing another worksite training for Nursing Assistants in April 2014.

## Worksite Training and Work Experience

Smart is always looking for ways to help our clients get to work and our local business to grow. Through Worksite Training, Work Experience, and Internships, we are able to do that. We have helped people find jobs throughout the county and posted numerous jobs for employers. We don't always capture the results of all the people we provide assistance to however, more and more people are thanking us and let us share in the joy when they are hired. Here are the statistics for this quarter, for the Smart Center in Trinity County:

Worksite Training-12

Job Placement-32

Job Center visits-763

### Worksite Training and Job Postings

These are the employers we have been working with: Norcal Truck School, American Truck School, Trinity Mountain Products, Redwood Oil, Trinity River Lumber, Human Response Network, Trinity Hospital, Shasta College, The Garden Café, Trinity Motel, Trinity Lakes Resorts, Trinity Building Supply, Golden Age Center, Sawmill Grill and Bar, Indian Creek Lodge, Alpine House, Marino's and Round Table, CVS Pharmacy Market, Tops, Dollar General, Johnny's Pizza, North Valley Bank, Watershed in Hayfork, Campora Propane, Elite Universal Security, Trinity Alps Funeral Home, La Grange, Millers Drive In, Underwood and Wetzel Law Offices, Southern Trinity Health Services, Addus Healthcare, Crystal Air, Shasta Head Start, American Greetings, and Trinity PC, Corner Stone Tire and Auto Center, Firestorm, Sunshine Gardens, USFS, TCRCD, Shasta Head Start, Health and Human Services, ACE Hardware, Schmidtbauer, Burger King.

