

# ESL Vocational Health Care

## Vocational Training for Non-Native English Speakers

This 15-week vocational training prepares non-native English speakers for entry-level jobs in the health care industry. Students need to have intermediate to advanced English proficiency and preferably have a high school diploma. The curriculum focuses on a cluster of entry-level jobs and students go on field trips to local hospitals and clinics. Students attend class five mornings a week and work two to three afternoons a week in an unpaid internship. The curriculum also includes proven job readiness and job search components.

Following classroom training and the internship, students who are not yet employed continue to meet in small groups for assistance in job search. Based on past graduates of the training, average starting wages are from \$9 to \$14 per hour.

### Features

ESL Vocational Health Care is listed on the State of Oregon Eligible Training Provider list.

This non-credit course is approved as a State of Oregon Occupational Preparatory course.

The training includes classroom instruction, internships, job search and placement assistance.

### Classroom: 17.5 hours per week

- Keyboarding and 10-key skills
- MS Word Excel and Internet
- Hospital and clinic culture
- Medical terminology
- Customer service
- Workplace communication
- Safety procedures
- Career Planning:
  - Job applications
  - Resumes
  - Cover letters
  - Interview practice
  - Videotaped mock interviews

### Internship: 8 to 12 hours per week

- Unpaid work experience
- Various work environments:
  - Sterile processing
  - Medical records clerk
  - Admissions clerk
  - Components Lab
  - Patient services
  - Hospital Material Services

### Job Search: 6 to 12 hours per week

- Job search strategies and techniques
- Individualized one-on-one assistance in job search
- Customized cover letters and resumes for each position

### Cost for tuition and books

DWP and One Stop participants in Multnomah and Washington Counties..... est. cost \$ 2,904  
 3rd party vendor supported students..... est. cost \$ 2,909  
 Books..... \$70.00 (required)- \$120.00 (with optional texts)

For training information, contact: **Sara Nelson Treadway**, [sara.nelson1@pcc.edu](mailto:sara.nelson1@pcc.edu), Phone: 503-788-6284.

For more information about Career Pathways go to:  
[www.pcc.edu/cp](http://www.pcc.edu/cp)

Career Pathway Trainings are offered by PCC.

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