

Empowers

Connecting Young Adults
to Training and Employment
Opportunities

Young Adult Handbook



Anoka County Job Training Center

1201 89th Ave. N.E. – Suite 235

Blaine, MN 55434

(763) 324-2300



Anoka County
JOB TRAINING CENTER

Anoka County *Empowers* Youth Programs
INDEX

Welcome to the Youth Program	Page 3
Introduction to the Youth Team	Page 4
Career Exploration	Page 6
Minnesota Career Fields, Clusters & Pathways	Page 8
STEM Careers	Page 11
Non-Traditional Careers	Page 12
Training and Support Services	Page 13
Budgeting and Financial Tips	Page 14

Equal opportunity employer and service provider.
Upon request, the information in this handbook can be made available in alternate formats for people with disabilities by calling 763-324-2300.



Welcome to Anoka County *Empowers*

As a young adult in this program you will have the opportunity to work towards your personal academic and vocational goals. Our counseling staff can help you with:

Researching Careers

- Career Assessment
- Skills Identification
- Individual Career Planning

Preparing for Academic Success

- Assisting you to complete your GED or Diploma
- Connecting you to College Prep Classes
- Assist with Enrollment into school and Completion of your FAFSA (Financial Aid packet)

Training

- Occupational Certificate Programs and Preparation for Exams
- Technical Training
- Apprenticeship Training
- College/Associate Degrees

Support

- Encouragement and guidance from a Vocational Counselor
- Funding for Tuition & Books and Testing Fees
- Connecting to Community Resources

Experience

- Paid Internships in your field of interest
- Job Shadowing Opportunities
- On the Job Training Contracts

Employment

- Job Search Assistance: Resume, Interviewing & Negotiation Skills
- Professional Reference
- Support and Follow-up

Anoka County *Empowers* - Young Adult Programs Staff



Kelly Kleppen, Sr. Vocational Counselor
(763) 324-2287 Cell (612) 772-5412

Kelly.Kleppen@co.anoka.mn.us

Kelly has worked in a variety of programs, allowing her to expand her knowledge of Anoka County. Kelly enjoys working with both youth and adults, helping them discover their strengths and overcome barriers to employment. On the weekend, Kelly plays volleyball and tries to think of valid excuses to get ice cream.



Jenilee Drilling, Sr. Vocational Counselor
(763) 324-2298 Cell (612) 772-5411

Jenilee.Drilling@co.anoka.mn.us

Jenilee has been working with young adults for most of her career and enjoys assisting them to reach their goals. She LOVES to travel to new places and her favorite place she has visited so far is Iceland, where she hiked on top of a glacier. Jenilee has a bit of an obsession with dancing solar toys and has her collection displayed proudly in her office.



Josh Mitchell, Sr. Vocational Counselor
(763) 324-2283

Joshua.Mitchell@co.anoka.mn.us

Josh is a member of the youth team and his most rewarding part of his job is when a young adult overcomes a barrier to get one step closer to their goals. In his free time, he keeps busy by playing sports, hiking, and playing with his dog. Despite living in Minnesota, Josh is a hardcore Green Bay Packers fan and is surprised his coworkers still talk to him after they found that out.



Darcy Hokkanen, Program Coordinator
(763) 324-2306

Darcy.Hokkanen@co.anoka.mn.us

Darcy has worked at Anoka County for 28 years and has loved working with young people her entire career. The best part of her job is attending graduations or finding out when someone gets a great job! When she is not at work she loves to be with her family outdoors fishing, camping or 4-Wheeling. She is a lifelong Vikings Football fan.



Bridgett Backman, Manager
(763) 324-2319

Bridgett.Backman@co.anoka.mn.us

Bridgett's background includes 22 years of experience in higher education planning, grants and program development. She recently joined the Anoka County Job Training Center as the Employment Services Manager. In her spare time: what spare time, she enjoys reading, running and really strong coffee.

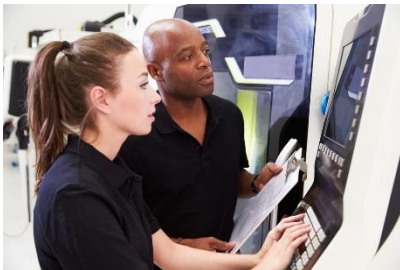
CAREER EXPLORATION

Research clearly shows that the more education you have the greater earnings potential you will have over your lifetime. If you are a recent high school graduate, or will be graduating soon, now is the time to explore different kinds of jobs and career options. Anoka County Empowers has many wonderful resources and can assist you every step of the way!

Can I go to College part-time?

What do I do after high school?

What kind of career could I be successful in?



SUCCESSFUL CAREER EXPLORATION IS A STEP-BY-STEP PROCESS

1. Assess

Identify your interests, skills, talents, values and goals.

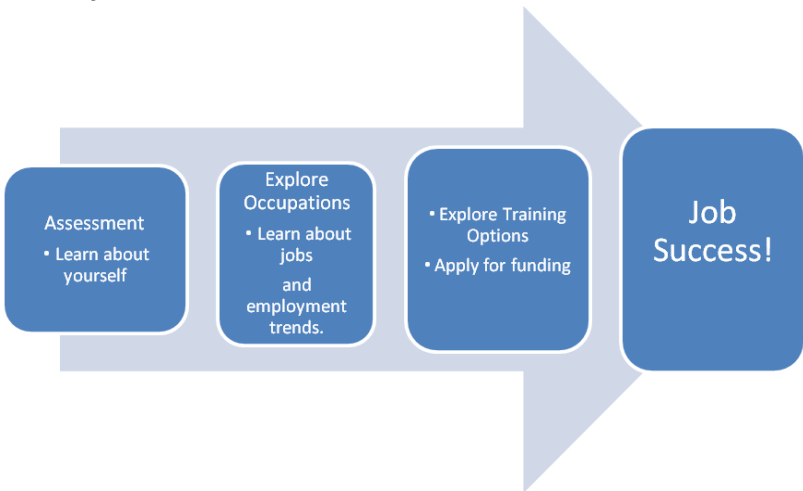
2. Explore Career Options

Research and learn more about different types of jobs and careers.

3. Obtain the necessary education and skills





Identify school(s) that offer the training or credential required. Enroll and complete the program requirements.


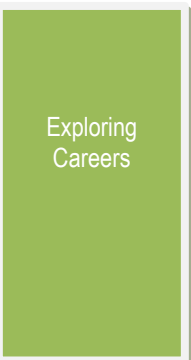


4. Find a Career Pathway that connects your Interests & Skills to a paycheck!



RESEARCH YOUR OPTIONS!

Health Care • Manufacturing • Building Maintenance • Human Services •
Administrative Support • Education • Information Technology •
Automotive

Task	Questions to Consider
 <p>Discovering Interests & Skills</p>	<ul style="list-style-type: none"> • Do you know your skills/abilities? • What are your interests? • What are your strengths? • What can you offer an employer? • What are your top three values now? What will be your top three values five years from now?
 <p>Exploring Careers</p>	<ul style="list-style-type: none"> • What careers fit well with your interests and skills? • What clusters of careers are interesting to you? • What skills do these careers require? • What is the salary, job outlook (see labor market), or work environment? • Do you know anyone in this career field? • Can you set up an informational interview or job shadow? • Does the career require training or education? • Where are these jobs located? • What are your income needs?
 <p>Researching the Labor Market</p>	<ul style="list-style-type: none"> • Is it a career in demand? • What is the projected job outlook?
 <p>Education & Training</p>	<ul style="list-style-type: none"> • What type and what length of training/education is required? • Private, public, technical, apprenticeship or community college? • What are your top three priorities when looking for a school? • Have you visited the school yet? • Is there financial aid available? • When are the application deadlines? • Is it affordable? Is your family planning to contribute? • What is the performance outcome of the school?

Task	Resources
 <p>Discovering Interests & Skills</p>	<ul style="list-style-type: none"> • MCIS Skills or O*NET Interest Profiler section • Creative Job Search worksheets on Skills • CJS Online: http://www.deed.state.mn.us/cjs/cjsbook/skills1.htm http://www.deed.state.mn.us/cjs/cjsbook/skills4.htm • MN Careers Interest Inventory http://www.iseek.org/mncareers/do_life/pdf/2008assess_4-7.pdf
 <p>Exploring Careers</p>	<ul style="list-style-type: none"> • MN Careers 2009 handbook • MN Careers Online: http://www.iseek.org/mncareers/ • ISEEK: http://www.iseek.org/sv/index.jsp • DEED Salary ranges: http://www.deed.state.mn.us/lmi/tools/oes/default.aspx • DEED Library: http://library.deed.state.mn.us/fags.htm • Occupational Outlook Handbook (OOH): http://www.bls.gov/oco/ • Careervoyages.gov: http://www.careervoyages.gov/students-wherestart.cfm • Career One Stop
 <p>Researching the Labor Market</p>	<ul style="list-style-type: none"> • MN Careers 2008 handbook • DEED: http://www.deed.state.mn.us/lmi/Home.htm • OOH: http://www.bls.gov/oco/ • Careervoyages.gov: http://www.careervoyages.gov/students-whichindustries.cfm
 <p>Education & Training</p>	<ul style="list-style-type: none"> • Higher Education Pays™ worksheet • ISEEK: http://www.iseek.org/sv/20000.jsp • MCIS Education & Training section (School Sort) • Careervoyages.gov http://www.careervoyages.gov/students-doeseducationpay.cfm • www.fafsa.gov for Financial Aid application

Marketing, Sales, and Service

- Buying and Merchandising
- Distribution and Logistics
- e-Marketing
- Management and Entrepreneurship
- Marketing Communications and Promotion
- Marketing Information Management and Research
- Professional Sales and Marketing

Business, Management, and Administration

- Support
- Business Analysis and Accounting
- Business Financial Management and Marketing
- Human Resources Management

Hospitality and Tourism

- Lodging
- Recreation, Amusements, and Attractions
- Restaurants and Food and Beverage Services
- Travel and Tourism

Finance

- Banking and Related Services
- Business Financial Management
- Financial and Investment Planning
- Insurance Services

Business & Administration

Agriculture, Food, and Natural Resources

- Animal Systems
- Agribusiness Systems
- Environmental Service Systems
- Food Products and Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural, and Technical Systems

Agriculture, Food & Natural Resources

Foundation Knowledge and Skills

Academic and Technical Literacy

- Employability • Ethics • Systems
- Teamwork • Career Development
- Problem Solving • Critical Thinking
- Information Technology Application
- Legal Responsibilities • Communication
- Safety, Health, and Environment

Communications & Information Systems

Arts, A/V Technology, and Communications

- Audio/Video Techniques
- Journalism and Broadcasting
- Performing Arts
- Printing Techniques
- Telecommunications Techniques
- Visual Arts

Information Technology

- Information Support and Services
- Interactive Media
- Network Systems
- Programming and Software Development



Law, Public Safety, and Security

- Correction Services
- Emergency and Fire Management Services
- Enforcement Services
- Legal Services
- Security and Protective Services

Government and Public Administration

- Revenue and Taxation
- Foreign Service
- Governance
- National Security
- Planning
- Public Management and Administration
- Regulation

Human Services

- Consumer Services
- Counseling and Mental Health Services
- Early Childhood Development and Services
- Family and Community Services
- Personal Care Services

Education and Training

- Administration and Administrative Support
- Professional Support Services
- Teaching/Training

Health Science

- Biotechnology Research and Development
- Diagnostic Services
- Supportive Services
- Health Informatics
- Therapeutic Services

Health Science & Technology

Engineering & Manufacturing Technology

Architecture and Construction

- Construction
- Design and Maintenance and Operations
- Pre-construction
- Quality Assurance
- Logistics and Inventory Control
- Health, Safety, and Environmental Assurance

Manufacturing

- Production
- Manufacturing Production Process Development
- Maintenance, Installation, and Repair

Science, Technology, Engineering, and Mathematics

- Engineering and Technology
- Science and Math (Investigative, Informational, and Educational)

Transportation, Distribution, and Logistics

- Facility and Mobile Equipment Maintenance
- Health, Safety, and Environmental Management
- Logistics Planning and Management Services
- Sales and Services
- Transportation Operations
- Transportation/Systems Infrastructure Planning, Management, and Regulation
- Warehousing and Distribution Center Operations

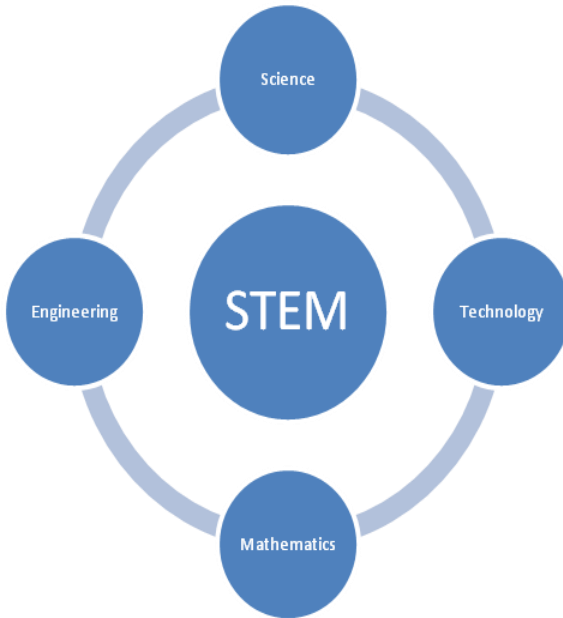
STEM Careers

Do you like working with detail?

Figuring out how things work?

Solving problems?

Did you know careers in Science, Technology, Engineering and Mathematics are growing twice as fast as any other sector!



Three great websites to explore with your counselor are:

- careerinfonet.org
- <http://www.gpslifeplan.org/workforce/>
- <https://mn.gov/deed/data/data-tools/career-education-explorer/>

NON-TRADITIONAL CAREERS FOR MEN AND WOMEN

Today we know that men and women are not limited to certain careers just because they of their genders. Men and women who get jobs that challenge these stereotypes are called non-traditional workers. A non-traditional worker is one who chooses a career held by the opposite gender. Non-traditional jobs for people could include:



WOMEN

Construction Workers
Electrician
Carpenter
Welder



MEN

Secretary
Nurse
Child Provider
Receptionist

There are many benefits to accepting the challenge of a non-traditional job, these could include:

- Having a job that you enjoy.
- Being able to pursue areas of interest.
- Not being bound by stereotypes.
- For women, another benefit of choosing a non-traditional career is the higher rate of pay received for your work.

There is a big difference between the salaries of male dominated jobs verses female dominated jobs. For example, a Clerk Typist makes \$254.00 per week and an Electrician makes \$528.00 per week. * Male dominated jobs typically pay better than female dominated jobs.

Do not expect a problem-free environment when choosing a non-traditional career. Some individuals in non-traditional occupations face sexual harassment, discrimination, and isolation, but this is beginning to decrease with education. Many organizations are working to get rid of the barriers found by individuals looking at non-traditional jobs. Several laws were passed in 1991 to help break barriers for non-traditional careers. It is becoming more acceptable to choose a non-traditional career.

This program offers you an opportunity to explore different types of jobs. If you are interested in finding out about non-traditional jobs, talk with your Counselor.

* From the Compendium of New Jersey Wage Survey, Northern New Jersey

ONGOING TRAINING OPPORTUNITIES

During your time with the Anoka County Empowers program, staff may invite you to participate in various trainings and opportunities such as:

1. **Budgeting & Financial Training**
Cash, Credit & Careers
2. **Entrepreneurial Opportunities**
3. **Mentoring**
4. **Pre-apprenticeships opportunities**
5. **Leadership Development**
6. **Connections to Social and Civic Topics of interest**
7. **Career Exploration**
8. **Job Search Workshops and Resume Writing Workshops**

SUPPORT SERVICES

Counseling staff will meet with you to identify your individual needs. You will create a personal plan and outline what assistance you need to help you be successful with your goals. Support services may be available based on our funding to help pay for things like transportation expenses, cost of tuition and books, testing fees and uniforms.

FINANCIAL & BUDGETING TIPS

Earning a paycheck is a big responsibility. Learning to save, tracking your expenses and planning for future purchases are all things your counselor is here to help with. During your time in the program, you will receive Financial Tips for Success from your counselor.



Did you know The easiest way to save money is to have a set amount automatically deposited into your bank account each pay period?

Even if you just set aside just 5% of your paycheck, your savings will grow very quickly. You will not miss 5% from your check and by doing this, you start to grow your savings account.

Talk to your employer. If you have Direct Deposit at work, they can often give you a form that you fill out to designate which account to deposit your check into. Some employers will let you deposit a portion of your check into a savings account. This is a great option to help you start saving.

Check it out!

Talk to your counselor to get help and start saving today!!!!

If you saved \$10 a pay check, by the end of the year, you will have saved \$ 260!



Budget Worksheet

How far can you stretch your paycheck?

If you earn \$ 12 an hour, working 40 hours a week your gross income will be \$2,080 a month. After taxes, you can expect to take home approximately \$1,705 a month. (tax rates vary based on how much you earn and your deduction and where you live – this example shows an 18% tax rate).

The image shows a portion of a pay stub with the following data:

GROSS EARNINGS		TAXES AND DEDUCTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
REGULAR EARNINGS	2080.00	FED SEC TAX	37.47
TIME AND A HALF	0.00	FED INC TAX	13.44
OVERTIME	0.00	FED INC TAX	101.47
TOTAL GROSS EARNINGS	2080.00	FED STATE TAX	22.08
		TOTAL DEDUCTIONS	178.29
		TOTAL NET PAY	1901.71

The following sheet is a budget form you can use to help you keep track of your spending & savings.

Start to track what you spend and save each month, then compare it to what you earn.

Monthly Household Expenses: Please report all expenses paid each month.

Your Expenses		Example Expenses	
Housing		Housing	
Rent/Mortgage	\$	Rent	\$750
Utilities	\$	Utilities	\$150 w/internet
Cell Phone	\$	Cell Phone	\$75
Other	\$		
Personal		Personal	
Clothing	\$	Clothing	\$50
Hair	\$	Hair	\$20
Entertainment	\$	Entertainment	\$50
Dining/Fast Food	\$	Dining/Fast Food	\$100
Medical	\$	Medical	\$100
Other	\$	Other	
Grocery	\$	Grocery	\$200
Laundry	\$	Laundry	\$10
Other	\$	Other	
Transportation		Transportation	
Car Payment	\$	Car Payment	
Car Insurance	\$	Car Insurance	
Gas	\$	Gas	
Bus Pass		Bus Pass	\$85
Other		Other	
Child Care	\$	Child Care	
Credit Card	\$	Credit Card	
Savings	\$	Savings	10% of income
Total Expenses	\$	Total Expenses	\$1,590 + Savings

Monthly Totals		Example Monthly Totals	
Total Income	\$ _____	Total Income	\$ <u>1705</u>
Total Expenses -	\$ _____	Total Expenses -	\$ <u>1590</u>
Remaining	\$ _____	Remaining	\$ <u>115</u>