



Cherokee Nation Career Services

Jobs - Training - Hope - Opportunity

Education Committee
February 2024



**Glenda Mink, former program participant with the Quality Jobs, Equity, Strategy and Training, (QUEST) grant
Mink is currently employed as a Cherokee Language Instructor with the Cherokee Language Department**

Education Committee
S. Diane Kelley, Executive Director
February 2024

Alternative Education, Career Skills, and Testing Report

Program Highlights

Adult Education celebrated 7 new GED graduates during the month of January. This brings the total number of graduates this fiscal year to 26. Instructors set a goal of 100 graduates for FY 24 and they are well on their way to achieving this goal! Out of the 26 graduates, Amy Radford has 13 of her own. This accomplishment earned her the Employee of the Month. Cherokee Nation Business Technology Program is gearing up for the new semester. Interviews were completed with 17 candidates in January with 14 being selected. Career Skills Instructors have started providing Interview Skills trainings and resume building classes in partnership with Job Corps. Adult Education Instructors are also in a partnership, providing one to one tutoring for those Job Corps students who need a little extra boost to successfully complete their GED.

Upcoming Program Initiatives

Business Technology Program will start a new semester on February 26th. Career Skills Instructors will be providing training to students/employees of the Building and Trades Program, Gadugi Call Center, and Cherokee Nation Housing Authority during the month of February. The focus will be on employability skills and conflict resolution in the workplace. Career Development is working closely with Grants and Compliance to set up an online training option for applicants to the Work Experience programs. This option would allow applicants to access the training without taking off work as it is available to them online 24/7. This option also addresses any transportation barriers. GED Boot Camp will be held at the Learning Center the evening of February 26th. This program is a last minute, final prep for those who only need to pass the math portion of their GED. Students will attend the Boot Camp and then test on the 27th.

SAVE THE DATE – We are very excited to announce we will be having a graduation ceremony for our GED graduates for the first time since the Covid-19 Pandemic!

Put **September 24, 2024** on your calendar – more details to come.

GED/HSE Testing Rates

- GED Graduates:
 - Graduate Total – 7
 - Fiscal Year To Date Total – 26
 - HiSET Test Graduates – 0

- GED Test Graduates – 26
- Individual Testing Results (By Subject)
 - SCIENCE – 10 – Pass / 2 - Fail
 - SOCIAL STUDIES – 8– Pass /2 - Fail
 - MATH – 7 - Pass / 9 - Fail
 - READING (RTLA) – 10 - Pass /3 - Fail

Participant AZTEC Usage GED

Overall Range Summary (Total Time:638:36:28)

Learning Range Summary (Total Time:476:07:08)

Drilling/Quizzing Range Summary (Total Time:92:16:40)

Exam Range Summary (Total Time:70:12:40)

Participant AZTEC Usage CAREER SKILLS

Overall Range Summary (Total Time:08:12:38)

Learning Range Summary (Total Time:04:44:39)

Drilling/Quizzing Range Summary (Total Time:01:33:24)

Exam Range Summary (Total Time:01:54:35)

Career Skills Staff Contacts

- 4 - Career Skills Classes: **118** completions

Resume Preparation

- 18 -Individual resumes completed for Career Services clients and 0 other referrals

Contacts/Completions

Career Skill Classes	118
Contacts/Career Events	59
Resumes	18
TOTAL COMPLETIONS	195

Specialized Classes/Training/Workshops Administered

- **Individual Employability Consultation** – Career Skills staff assisted individuals with navigating job searches, self-promoting while professionally networking, interviewing basics, and resume development. – **45** individuals
- **Re-Entry Employment Skills** – Career Skills staff provided training to Re Entry Counselors for the Onboarding Process. Counselors participated in a mock Onboarding experience consisting of ACEs surveys, Interviewing with Criminal History, Professional Skills Development, Applying for Federal Bonding, and Understanding Personalities in the Workplace – **5** individuals
- **Confidentiality Training** – Career Skills staff conducted trainings focused on handling confidential materials and maintaining client confidentiality in work environments that deal with protected information. – **1** individuals
- **Photo ID/Career Fairs/Job Fairs** – Career Development Group staff assisted citizens in connecting to services including Resume Building, GED, and Career Skills. - **0**
- **Specialized Training** – Training given by Career Development Staff at Cherokee Nation Conferences/Events as well as to other Cherokee Nation Staff. – **85** individuals
- **Career Skills Training** – Career Skills classes given to improve professionalism, customer service, and employability skills – **42** individuals

January 2024

HiSET (delivered)

2024	Tahlequah	Pryor
January	0	0

Total
0

Pearson Vue (delivered)

2024	Tahlequah	Pryor	Stilwell	Sallisaw
January	33	26	9	7

Total
75

MOS (delivered)

2024	Tahlequah
January	0

Total
0

January FY2024

Assessments	FOR Counselor	BY Counselor	HSE	Total
Adair Co	0	0	5	5
Cherokee Co	7	0	22	29
Craig Co	0	2	1	3
Delaware Co	0	0	1	1
Mayes Co	0	0	5	5
McIntosh Co	2	0	0	2
Muskogee Co	0	0	4	4
Nowata Co	0	0	0	0
Ottawa Co	0	0	0	0
Rogers Co	0	0	5	5
Sequoyah Co	12	0	4	16
Tulsa Co	4	2	10	16
Wagoner Co	0	0	2	2
Washington Co	0	0	2	2
TOTALS	25	4	61	90

County of Service	GED/HSE Program	Career Skills	Testing Services	ReEntry Program	Outreach & Retention	COUNTY TOTALS
Cherokee	195	171	29	0	241	636
Adair	51	11	5	0	64	131
Mayes	259	0	5	0	179	443
Delaware	3	0	1	0	0	4
Sequoyah	121	32	16	0	4	173
Muskogee	17	6	4	0	0	27
Tulsa	0	0	16	0	0	16
Rogers	125	0	5	0	131	261
Craig	0	0	3	0	0	3
McIntosh	0	0	2	0	0	2
Wagoner	21	0	2	0	12	35
Washington	0	0	2	0	0	2
Ottawa	0	0	0	0	0	0
Nowata	0	0	0	0	0	0
TOTALS:	792	220	90	0	631	1733

Cherokee Nation Business Technology Program January 2024

Business Technology has all students now out on practicum and/or work experience from this semester's class.

The following was accomplished:

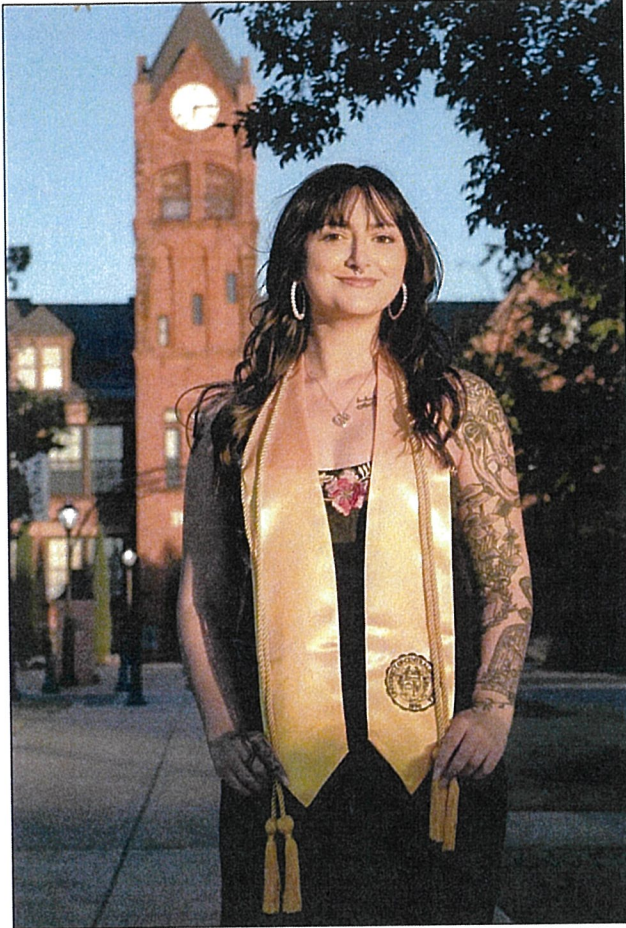
- 17 applicants were interviewed for the Spring 2024 Semester
- 14 applicants were accepted
- Preparation and schedules were developed for the upcoming semester
- The program will close the Fall 2023 semester with 13/15 successful completions.

The current semester will end on February 9th. The new semester will begin February 26th.

Vocational Rehabilitation

Vocational Rehabilitation (VR) program currently has a total of 151 cases in various stages of the VR process. The Program has 72 consumers in training: 42 attending a University, 15 attending a Jr. College, 13 attending a Vo-Tech, and 2 attending a Technical School.

Career Services participant graduates with assistance from Vocational Rehabilitation Dept.



Graycee Hubbard was born and raised in Hulbert, Oklahoma, and is a recent graduate from the University of Central Oklahoma. She was a participant in the Vocational Rehabilitation Program offered through Cherokee Nation Career Services. CNVR is based on eligibility. If a person is determined eligible, CNVR is able to assist with the cost of training/retraining at universities, colleges, and technology centers to acquire the skills and education needed to become gainfully employed or retain gainful employment. "I've always been very creative and passionate about the arts," said Hubbard. "I like to draw and paint, do design work, and I was very lucky because my family always encouraged and supported me in that." Hubbard had many interests and hobbies while growing up but was always drawn to the arts. "I explored many different careers, all of them having a creative angle," said Hubbard. "I looked into being an interior designer, a stylist, an artist,

anything I could do to make a living in the arts." When Hubbard was in high school, she discovered photography and that stood out above all other options, so she decided to pursue that as a career. "I took photos for a few years before I finally decided to go in this direction," said Hubbard. "I found that I liked being able to express my creativity through photography, I enjoyed composing shots and working with people. It turns out that the only university in Oklahoma that offers photography as a major was the University of Central Oklahoma, so I decided that's the direction I would take." Hubbard was concerned about how she would pay for school, so at the urging from her parents, she visited with a counselor in the Vocational Rehabilitation Program at Cherokee Nation Career Services. "When I was in the seventh grade I was diagnosed with sensorineural hearing loss. This happens when there is damage in your inner ear," said Hubbard. "CNVR accepted me into the program and my counselor was there for me every step of the way. There's no way I could have done this without them. I'm proud to have earned my college degree with the help from Cherokee Nation and I look forward to a successful career as a photographer.

Talking Leaves Job Corps

Talking Leaves Job Corps staff and Cherokee Nation Career Services participated in a coat, hat and glove drive to support the students at Talking Leaves Job Corps during the recent snow and ice storm. They were very happy to receive additional warm clothing during the recent cold weather.

Talking Leaves Job Corps Culinary student have been invited to travel to New Orleans, L.A. to interview with the Disney Corporation. There Center chose students based on their education, training and progress. If chosen the students will start employment within the next 6 months. The students will begin their employment at the Disney theme parks but may also be eligible for the Disney Cruise lines. Staff will accompany the students to interview for this opportunity.

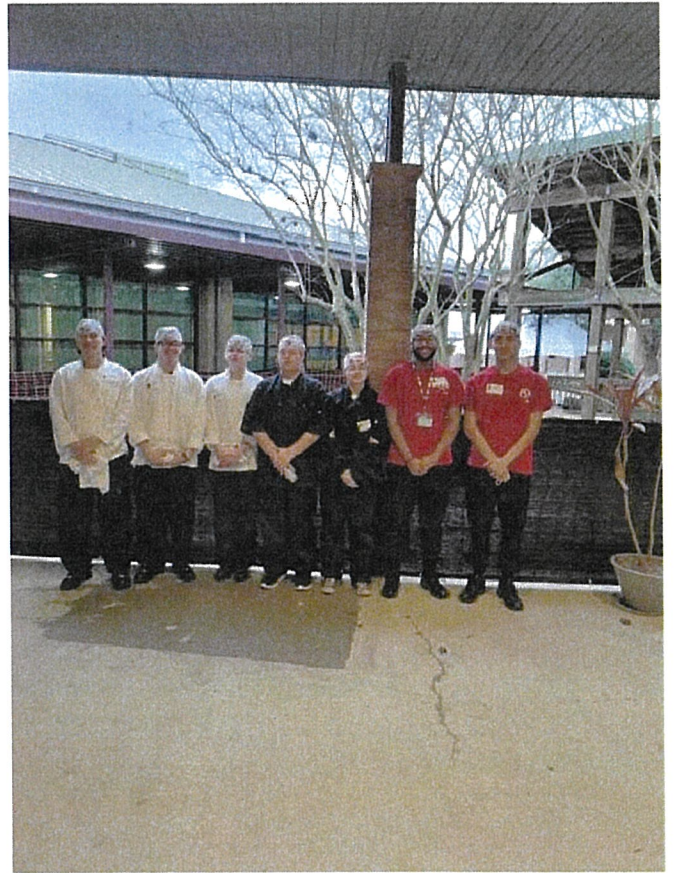
Talking Leaves Job Corps is hosting a Blood Drive with the Oklahoma Blood Institute February 8th. The Certified Clinical Medical Assistant class will be assisting with the blood drive. The Certified Clinical Medical Assistant class offers national certifications for Certified Medical Assistant, Certified EKG Technician, Certified Medical Administrative Assistant, Certified Patient Care Associate and Certified Medical Assistant.



The Talking Leaves Job Corps Electrical Wiring and Construction trades work closely with local contractors. The sponsor for the Electrical Wiring and Construction trade is the Home Builders Institute. Students who complete these trades leave with a Pre-Apprentice certification and have an opportunity to work on their apprenticeship certification. Many of the Electrical Wiring and Construction graduates go on to Advanced Overhead Lineman training.



Talking Leaves Job Corps Center Director Debra Lack offers students quality time with her while also encouraging healthy lifestyles. The Center Director walks with the students around the grounds of the campus offering support and guidance.



All training is at no cost which includes academics, training, certification, clothing allowance, food and housing. Advanced Training is offered at many locations across the United States at no cost as well. If you are interested in enrolling, Center tours are held every Thursdays at 10:00 am at Talking Leaves Job Corps. For any questions please call (918) 456-9959.





**Cherokee County
Tahlequah Office**
17675 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5555

GWYA DBP
CHEROKEE NATION®
Career Services
Office Locations



**Cherokee County
Learning Center**
17822 S. Muskogee Ave.
Tahlequah, OK 74465
918-458-0577



**Cherokee County
Employment and Training**
17138 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5555



**Cherokee County
TERO and TLJC Office**
16389 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5334



**Adair County
Stilwell Office**
406 A W. Locust St.
Stilwell, OK 74960
918-696-3124



**Sequoyah County
Sallisaw Office**
100 E. Choctaw Ave.
Sallisaw, OK 74955
918-776-0416



**Wagoner County
Wagoner Office**
109 N. Casaver
Wagoner, OK 74467
918-453-5555



**Delaware/Ottawa County
Jay Office**
1178 W. Cherokee
Jay, OK 74346
918-253-3243



**Mayes County
Pryor Office**
6789 Hwy. 69 S
Pryor, OK 74361
918-825-7988



**Rogers County
Catoosa Office**
701 W. Rollins Street
Catoosa, OK 74015
918-342-7450



**Washington/Craig/Nowata Co.
Vinita Office**
27469 S. 4410 Road
Vinita, OK
1-800-256-0671 ext.: 2501



**Tulsa County
Tulsa Office**
10837 E. Marshall St.
Tulsa, OK 74116
918-574-2749



**Muskogee/McIntosh County
Muskogee Office**
1305 S. Country Club Rd.
Muskogee, OK 74403
918-682-2077