

Native Career Training Opportunities



Information contained in this document was compiled by Kerrie Troseth (©2019), St. Paul Public School's Indian Education School Counselor.

Permission is granted to share, copy, post and distribute to American Indian youth, families, school personnel, and community agencies for student recruitment and participation purposes. For other purposes, please contact Kerrie prior to distribution at Kerrie.troseth@spps.org. Please contact Kerrie with updates for or errors in this document.

Career Pathway	Cost/Wage	Program Information	Contact/Website
<i>Architecture and Construction:</i> Cement Masons-Plasterers	Stipend available	Cement Masons-Plasterers and Shophands Local 633 (New Brighton, MN) JATC Training Center hosts a Native American training program for enrolled members. Stipend paid during training. Training is provided by Moke Eagle Feathers.	Interested students must contact their tribe (<i>Mille Lacs, Leech Lake, White Earth, Fond du Lac, Bois Forte, and Upper Sioux</i>) directly for a referral to the program. When calling the tribe ask for the employment or training programs office. Questions? Use the online contact form at https://training633.org/contactus/
<i>Architecture and Construction:</i> Equipment Operator Training	Free	You'll learn about... <ul style="list-style-type: none"> ▪ Compact excavator certification (off site) ▪ Toolcat™ utility work machine certification (off site) ▪ OSHA 10-hour certification ▪ Computer self-services training 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358

Career Pathway	Cost/Wage	Program Information	Contact/Website
<i>Business, Management, and Administration:</i> Computer Support Specialist	Free	You'll learn about... <ul style="list-style-type: none"> • PC Architecture • Operating Systems • Database Management • Network Management and Security • Microsoft Office 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
<i>Business, Management, and Administration:</i> Introduction to Office Computing	Free	You'll learn... Keyboarding basics Microsoft Word Microsoft Excel	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
<i>Business, Management, and Administration:</i> Digital Office Professional	Free	You'll learn... <ul style="list-style-type: none"> • Marketing and Communication Skills • Adobe Creative Suite • Social Media Management • Microsoft Office 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
<i>Business, Management, and Administration:</i> Project Management	Free	You'll learn about... <ul style="list-style-type: none"> ▪ GANTT charts ▪ PERT diagrams ▪ Planning, production, & evaluation 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
<i>Health Sciences:</i> Certified Nursing Assistant	Free; basic living allowance	Students in Certified Nurse Assistant are trained in the following subject areas: <ul style="list-style-type: none"> • Caring for patients and helping with such daily activities as bathing and dressing • Performing basic nursing responsibilities, including taking and recording vital signs and turning and positioning patients • Controlling infections • Understanding and following safety and emergency procedures 	Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent. Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627

Career Pathway	Cost/Wage	Program Information	Contact/Website
		<ul style="list-style-type: none"> Understanding how to care for patients with dementia and Alzheimer's disease 	https://www.jobcorps.gov/center/kicking-horse-job-corps-center
<i>Health Sciences:</i> Dental Assistant	Free; basic living allowance	<p>Students in Dental Assistant are trained in the following subject areas:</p> <ul style="list-style-type: none"> Setting up equipment and preparing patients for treatment Sterilizing or disinfecting instruments, setting up instrument trays, preparing materials, and assisting the dentist during dental procedures Exposing dental diagnostic X-rays Collecting and recording treatment information and clinical data in patient records Educating patients on how to maintain their dental health 	<p>Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent.</p> <p>Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627</p> <p>https://www.jobcorps.gov/center/kicking-horse-job-corps-center</p>
<i>Health Science:</i> Patient Services Specialist	Free	<p>You'll learn about...</p> <ul style="list-style-type: none"> Patient Billing Information Billing and Insurance Medical Terminology Customer Service 	<p>Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358</p>
<i>Health Science:</i> Pharmacy Technician	Free; basic living allowance	<ul style="list-style-type: none"> Students in Pharmacy Technician are trained in the following subject areas: Preparing medications under the direction of a pharmacist. Measuring, mixing, counting, labeling, and recording amounts and dosages of medications according to prescription orders. Establishing or maintaining patient profiles, including lists of medications taken by individual patients. Receiving written prescriptions or refill requests and verifying that information is complete and accurate. Maintaining proper storage and security conditions for drugs. 	<p>Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent.</p> <p>Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627</p> <p>https://www.jobcorps.gov/center/kicking-horse-job-corps-center</p>
<i>Hospitality and Tourism:</i>	Free; basic living allowance	<p>Students in Culinary Arts are trained in the following subject areas:</p>	<p>Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The</p>

Career Pathway	Cost/Wage	Program Information	Contact/Website
Culinary Arts		<ul style="list-style-type: none"> • Tools, equipment, and basic techniques used in cooking and baking • Calculating measurements • Inspecting and cleaning food preparation areas, such as equipment, work surfaces, and serving areas, to ensure food is handled safely • Storing and cooking food at the correct temperatures by regulating the temperature of refrigerators, freezers, ovens, broilers, grills, and roasters • Ensuring the freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock 	<p>campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent.</p> <p>Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627</p> <p>https://www.jobcorps.gov/center/kicking-horse-job-corps-center</p>
<p><i>Hospitality and Tourism:</i></p> <p>ServSafe Training</p>	Free	<p><i>ServSafe Food Handler</i> Learn about</p> <ul style="list-style-type: none"> • Basic Food Safety • Cross-contamination and Allergens • Personal Hygiene • Time and Temperature • Cleaning and Sanitation <p><i>ServSafe Manager</i> Learn about</p> <ul style="list-style-type: none"> • The five sections of food safety • Food safety regulations • Reviewing and storing food • Methods of thawing, cooking, cooling, and reheating food • HACCP (Hazards and Critical Control Points) 	<p>Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358</p>
<p><i>Information Technology:</i></p> <p>IT Training Bundle</p>	Free	<p><i>CompTIA IT Fundamentals</i> Learn about</p> <ul style="list-style-type: none"> ▪ Computer components ▪ Installing, maintaining, and troubleshooting PC hardware and software <p><i>CompTIA A+ Course</i> Learn about Skills and concepts necessary for a job in IT</p>	<p>Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358</p>

Career Pathway	Cost/Wage	Program Information	Contact/Website
		How to upgrade, repair, configure, troubleshoot, optimize, and maintain PC hardware and operating systems	
<i>Marketing, Sales, and Service:</i> Customer Service	Free	You'll learn about... <ul style="list-style-type: none"> Strategies for engaging with customers Problem solving and stress management Time management skills How to recommend and sell products to customers 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
<i>Transportation, Distribution, and Logistics:</i> Equipment Operator Training	Free	You'll learn about... <ul style="list-style-type: none"> Compact excavator certification (off site) Toolcat™ utility work machine certification (off site) OSHA 10-hour certification Computer self-services training 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358
	Free; basic living allowance	Students in Heavy Equipment Operations are trained in the following subject areas: <ul style="list-style-type: none"> Operating power construction equipment, such as motor graders, bulldozers, scrapers, compressors, or front-end loaders, in order to excavate, move and grade earth, erect structures, or pour concrete or other hard surface pavement Coordinating machine actions with crew members in response to hand or audio signals Cleaning, maintaining and making basic repairs to equipment 	Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent. Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627 https://www.jobcorps.gov/center/kicking-horse-job-corps-center
<i>Transportation, Distribution, and Logistics:</i> Machine Equipment Repair	Free; basic living allowance	Students in Machine Equipment Repair are trained in the following subject areas: <ul style="list-style-type: none"> Understanding and using measuring tools and equipment Repairing and replacing damaged or worn parts in construction equipment, such as forklifts Dismantling and reassembling parts of heavy equipment using hoists and hand tools Understanding fuel, exhaust, cooling, electrical, and air intake systems Operating and inspecting machines or heavy equipment to diagnose defects 	Job Corps: Kicking Horse (Montana) Kicking Horse Job Corps Center is located on 80 acres in Ronan, Montana, on the Flathead Indian Reservation. The campus is positioned at the foot of the Mission Mountain range. As with all Job Corps centers, Kicking Horse is open to all races and nationalities but is unique in that it features many students of Native American descent. Call Job Corps for more information or to schedule an intake: 800 733-JOBS or 800 733-5627 https://www.jobcorps.gov/center/kicking-horse-job-corps-center

Career Pathway	Cost/Wage	Program Information	Contact/Website
		<ul style="list-style-type: none"> Welding, cutting, brazing, and soldering Practicing safety on the job 	
<i>Transportation, Distribution, and Logistics:</i> Warehouse Logistics	Free	You'll learn about... <ul style="list-style-type: none"> Warehouse 101 & career workshop OSHA 10-hour certification Forklift certification (off site) Bobcat certification (off site) Boom lift certification (off site) Scissor lift certification Flagging/traffic control 	Takoda Institute Division of American Indian OIC info@takoda.org 612-341-3358

Considerations:

[Job Corps](#) has several locations across the country with a variety of career training programs. The following is a current list:

MANUFACTURING	AUTOMOTIVE AND MACHINE REPAIR	CONSTRUCTION	FINANCE AND BUSINESS	HEALTHCARE
<ul style="list-style-type: none"> Machining Manufacturing Technology Sign, Billboard, and Display Welding Advanced Machinist Advanced Welding 	<ul style="list-style-type: none"> Collision Repair and Refinish Heavy Construction Equipment Mechanic Machine Equipment Repair Maintenance and Light Repair Maintenance Repair Helper, Stationary Engineering Advanced Auto Diesel/ Collision 	<ul style="list-style-type: none"> Bricklayer Bricklayer Masonry Building Construction Technology Carpentry Cement Masonry Construction Craft Laborer Electrical Facilities Maintenance Floor Covering Glazing Heating, Ventilation, and Air Conditioning (HVAC) Painting Plastering Plumbing Tile Setting 	<ul style="list-style-type: none"> Accounting Services Insurance and Financial Services Office Administration 	<ul style="list-style-type: none"> Certified Nurse Assistant Clinical Medical Assistant Dental Assistant Emergency Medical Technician Health Care Unit Coordinator Insurance Claims Processor Licensed Practical/ Vocational Nurse Medical Administrative Assistant Medical Office Support Patient Care Technician Pharmacy Technician Rehabilitation Technician

		<ul style="list-style-type: none">• Advanced Cement Masonry• Advanced Electrical• Advanced Plumbing• Advanced Weatherization		<ul style="list-style-type: none">• Advanced Licensed Practical/ Vocational Nurse
--	--	---	--	---