

Obtain new skills in the following areas:

- Arts & Technology
- Childcare / Teacher Assistant
- Clerical / Reception / Customer Service
- Computer Programs

Obtain the following services:

- Paid work experience & Internships
- Job coaching / Job Search Assistance
- Resume Preparation & Interview Skills
- Academic Counseling
- Tutoring

Other services include:

- Access to Computers
- Supportive Services
- Referrals

### Who Can Apply?

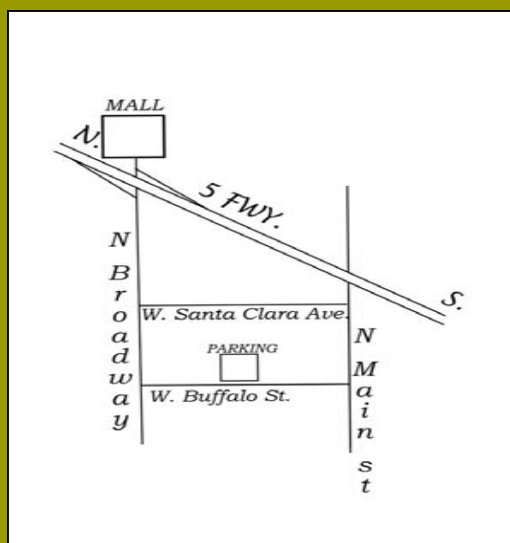
- Youth between 17 to 21 years of age
- Santa Ana Residents
- Citizens and Legal Residents



Check us out  
today to get  
**what you need**  
for a better future!

For further information contact  
Mercedes Avirad at:  
**(714) 547-5468 Ext. 311**  
**mercedesavirad@hotmail.com**

**We are located at:**  
**Orange County Children's**  
**Therapeutic Arts Center**  
**2215 North Broadway**  
**Santa Ana, CA 92706**



# OCCTAC Work Investment Act Program

Orange County Therapeutic Arts Center

Get Employed!

Get Work Experience!

Get Educated!



Your career starts here!



Funded by the Santa Ana Workforce Investment Board



## Orange County Children's Therapeutic Arts Center

### OUR GOAL

The main goal of the Work Investment Act Program at OCCTAC is to provide youth with the opportunity to acquire skills to successfully transition into the workforce, further their education, and reach their true work potential. Our Program is designed to provide them with hands-on paid work experience and training in the arts, education, clerical, computer programs and technology.

### WORK EXPERIENCE PLACEMENTS & TRAININGS

#### CHILD CARE / TUTOR / TEACHER ASSISTANT

Participants will have the opportunity to interact with children of different ages and backgrounds. They will acquire the following skills:

- Understand basic educational strategies to work with children and/or adolescents with or without disabilities.
- Learn and apply positive guidance and basic teaching techniques to help students follow teacher's instructions.
- Setup and cleanup classrooms according to instructors' guidelines and routines as well as assemble instructional material.



### COMPUTER PROGRAMS TRAINING

- Students will be taught basic skills in Microsoft Word, Excel, Power Point and Publisher.
- They will be taught the basic use of the Internet and E-mail.

### CLERICAL / RECEPTION

Participants will have the opportunity to interact with families of different backgrounds and will learn the following skills:

- How to appropriately greet customers, answer and forward phone calls, and take messages.
- Efficiently operate the copy machine and fax.
- Alphanumerical filing and basic data entry.



### BEGINNING & ADVANCED DRAWING

Students will be taught fundamental skills such as value contrast, laws of perspective, portraiture, composition, figure drawing and exploration of historical and contemporary influences. These skills are the foundation for a number of careers in the Gaming Industry, Architecture, Animation, Engineering and Illustrator.

### PHOTOSHOP & GRAPHIC ARTS

Students will be taught the manipulation of existing images, development of original images, exploration of basic design, and familiarization of text. These skills are crucial in careers such as Graphic Design, Illustration, Photography, Web Design and Animation.

- Students will create their own portfolios according to the career of their choice.

### MATH & READING TUTORING SERVICES

Students will have the opportunity to receive weekly one-on-one tutoring services to improve their math and reading skills. These services are provided with the purpose of helping our participants be better prepared to reach their educational and employment goals.

### ACADEMIC COUNSELING SERVICES

- Participants will receive one-on-one educational advice and support.
- They will receive assistance to evaluate their abilities, interests and talents in order to set realistic educational and career goals.
- They will be provided detailed information regarding college majors, trade or technical schools, and apprenticeship programs.
- They will receive assistance to apply to higher education and financial aid.
- They will be taught how to implement strategies that will help them succeed in college.

### JOB COACHING & JOB SEARCH ASSISTANCE

- Participants will receive constant guidance and follow-up to learn to perform their work related tasks.
- They will be given support to improve their interpersonal skills and develop appropriate work-related behaviors.
- They will be taught interview skills and appropriate dress attire.
- They will receive assistance to create their resumes and cover letters.
- Participant will also be provided with job leads, references and letters of recommendation.

