



St. Patrick Center  
Building Permanent, Positive, Change.

OUR mission

St. Patrick Center provides opportunities for self-sufficiency and dignity to persons who are homeless or at risk of becoming homeless. Individuals achieve permanent, positive changes in their lives through affordable housing, sound mental health, employment and financial stability.



## **JOB EXPERIENCE TRAINING (JET) A St. Patrick Center Employment & Training Program**

The Job Experience Training (JET) Program prepares clients for careers that provide livable wages, benefits and advancement opportunities. JET offers courses in Automated Office Systems, Customer Service, Keyboarding, and Food Safety and Sanitation.

For clients to become JET participants, they must be referred by a St. Patrick Center program staff member. In addition, due to the level of training provided in these classes, clients must possess either a high school diploma or a GED certificate (GED classes are offered at St. Patrick Center) and pass a reading comprehension test, as well as math and spelling proficiency.

The Automated Office Systems course includes intensive instruction in Microsoft applications (Outlook, Word, Excel, Access and PowerPoint), as well as business, English and math. The Customer Service course also covers Microsoft applications with an emphasis on customer-service skills. Both Automated Office Systems and Customer Service include job-readiness and independent-living skills components. The courses require eight weeks of in-class instruction and four-week internships of 20-25 hours per week with a local employer. St. Patrick Center pays stipends for class time and minimum wage during their internships.

Food Safety and Sanitation classes are 30 hours, usually over a period of 2-3 weeks; clients who complete classes must test for national ServSafe certification. This training increases employability in the food-service industry. Participants receive a stipend for class time, but no internship is required.

When training and internships are complete, St. Patrick Center's Employment Specialists assist JET graduates with their employment searches. However, often the interning clients are offered permanent positions at their internship sites

In Fiscal Year 2011, 30 active clients participated in the JET program.

**Other St. Patrick Center Employment & Training Programs: The BEGIN New Venture Center; The BEGIN Training & Education Center; Building Employment Skills for Tomorrow (BEST); General Employment; Homeless Employment Program; Homeless Veterans Reintegration Program (HVRP); McMurphy's Grill; Project HERO; Veterans GO! Green.**

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