

Regional Center for Border Health, Inc.

Job Training Center

Caregiver Training and Certification

PROGRAM DESCRIPTION:

This 3-week, 80 hour course is designed to prepare students for entry level positions in the Nursing Home industry.

PROGRAM GOAL:

On completion of this course, students will demonstrate an understanding of Caregiver to provide assistance in Activities of Daily Living for nursing home residents. Students will also learn to obtain employment and career opportunities in the nursing home industry and acquire the skills necessary to obtain Caregiver certification and entry-level employment.

Course Descriptions and Related Requirements

PROGRAM PREREQUISITES

The Caregiver Training Certificate program has no prerequisites. The student needs to complete the 40 hours of required academic course of study and 40 hours of practicum/internship in order to graduate from the program.

Week 1 - 2

Lifestyle Management

This course will provide participants with practical knowledge of life skills management and how these skills impact their personal life and the workplace. Topics covered include: Self Esteem of the Patient, Self Image of the Patient, Basic Anatomy and Physiology, Assistant of Self Management of the Patient, Patient Time Management, Goal Setting and Getting Organized for Nursing Home Patients.

Job Responsibilities

This course will provide participants with complete instruction and knowledge of on-the-job responsibilities and tasks to perform on a regular workday guided by program policies and procedures and patient safety. The course will work from the Nursing Home Employee Policies & Procedures and will discuss topics such as: Punctuality, Patient Safety & Closing Relationships,

Taking Nursing Criteria, **Bathing and ADLs**, Food Preparation and Nutrition, Inventory & Storing, Cleaning.

Customer Service

This course will provide participants with practical knowledge and skills on effective customer service and customer satisfaction. Topics include: Sociability, Attitude, Communication, Environment, Menu Design, Table Setting.

Teamwork

This course will provide participants with practical knowledge and opportunity to apply the interpersonal skills crucial to working with coworkers and others effectively. Topics covered include: Character, Sociability, Attitude, Communication, Respect, Cooperation, Commitment, Dependability/Punctuality, Conflict Resolution and Leadership.

Health Education

To provide participants with education on the importance of nutrition in relation to chronic disease prevention and control. This course will also raise awareness of lifestyle choices, culture and portion control in the improvement of overall wellness. Topics covered include Nutrition, Childhood Obesity, Obesity, Cardiovascular Disease, and Diabetes.

PRACTICUM (UN-PAID INTERNSHIP)

Week 3

Participants will have hands-on experience in all of the subjects and topics covered during the first 2 weeks of the program. Students will be placed in facilities that can provide them with the experience necessary to complete the required program.

Career Development

This course will provide participants with the practical knowledge and skills necessary to obtain satisfactory employment. Topics include: Work Preference and Interest Inventory, Analyzing Transferable Skills, Career Exploration, Creating a Portfolio, Applications, Applying for a Job, Dress for Success and The Job Interview (Mock Interview).



Regional Center for Border Health, Inc.

a licensed job training center by the
Arizona State Board for Private
Postsecondary Education

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