

FUTURE
Inspired

READY
SET | **OC**

Skills, education, training for youth.

Ready S.E.T. OC Program



Ready Skills Education Training Orange County

Our Goal



- Assist youth in making a successful transition to either unsubsidized employment, post-secondary education, military, or apprenticeship & trade placement.
- Encourage youth to take accountability by requiring participants to make contributions to their personal education or employment goals.
- Use effective practices, and offer a wide range of services to assist youth in making a successful transition self-sufficiency



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Ready S.E.T. OC Services



Tutoring, Study Skills Training

Dropout Recovery Services

Paid and Unpaid Work Experience

Occupational Skills Training

Concurrent Education and Workforce Prep

Leadership Development Opportunities

Supportive Services



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Ready S.E.T. OC Services (Continued)

Adult Mentoring

Follow-Up Services

Comprehensive Guidance and Counseling

Financial Literacy Education

Entrepreneurial Skills Training

Labor Market and Employment Information

Postsecondary Preparation and Transition



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Ready S.E.T. OC Eligibility



In-School Youth



Age: 14-21

Enrolled in School (High School or College)

Low Income + A barrier to success:

- Disability or IEP/504 Plan
- Homelessness/Runaway
- Foster/Emancipated Youth
- Pregnant/Parenting
- History of Substance Abuse
- Justice Involved

**All eligibility must be proven by documentation*



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Career Exploration

What are your interests?

Do you like to build or fix things with your hands?



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Work Readiness Workshops

Acquire knowledge and skills that can help youth be successful in the workplace



A word cloud of workplace-related terms. The most prominent words are 'attendance' and 'interviews' in a large, dark purple font. Other words include 'punctuality', 'resume', 'applications', 'communication', 'office', 'assistant', 'accounting', 'welder', 'electrician', 'nursing', and 'military' in various smaller sizes and colors (orange, yellow, and blue).

office
accounting assistant
communication
welder punctuality attendance
resume interviews
applications
electrician nursing
military



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Work Experience (WEX) Opportunities

Subsidized employment that provides career exploration and skill development opportunities

Work Experience Opportunity

PREP COOK
Aliso Viejo Country Club

Location: 33 Santa Barbara Dr. Aliso Viejo, CA 2656 **Experience Needed:** None
Education Required: High School Diploma Preferred **# of Openings:** 5
Justice-Involved Employer: Yes **Wage Rate:** \$17.00

Work Experience Opportunity

SCHOOL AGE TEACHER'S ASSISTANT
City of La Habra

Location: 305 S Euclid, La Habra CA, 90631 **Experience Needed:** None
Education Required: None **# of Openings:** 5
Second Chance Employer: No **Wage Rate:** \$17

Work Experience Opportunity

MOTION GRAPHICS SPECIALIST
Phantom Design

Location: 23 Spectrum Pointe Drive, Suite 206, Lake Forest, CA 92630 **Experience Needed:** None
Education Required: See below **# of Openings:** 1
Justice-Involved Employer: No **Wage Rate:** \$17.00

Work Experience Opportunity

SOCIAL MEDIA ASSISTANT
Human Works

Location: Virtual **Experience Needed:** None
Education Required: None **# of Openings:** 1
Justice-Involved Employer: Yes **Wage Rate:** \$17

Work Experience Opportunity

CUSTOMER SERVICE ASSOCIATE
Walgreens – Fullerton

Location: 1826 Orangethorpe Ave, Fullerton, CA 92833 **Experience Needed:** None
Education Required: None **# of Openings:** 1
Second Chance Employer: None **Wage Rate:** \$17

The views, information, or opinions expressed by the organization(s) mentioned are solely those of the individuals involved and do not necessarily represent those of the County of Orange and its employees.

Please note: In the event of a permanent placement, the wage rate is not guaranteed.

Job Summary:

The Customer Service Associate is responsible for providing excellent customer service to store patrons, assisting with stocking, and maintaining the cleanliness of the store.

Essential Job Duties:

Customer Experience

- Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience.
- Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.).

Operations

- Provides customers with courteous, friendly, fast, and efficient service.
- Recommends items for sale to customer and recommends trade-up and/or companion items.
- Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records. Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader.
- Implements Company asset protection procedures to identify and minimize profit loss.
- Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products).



This opportunity is available to Ready SET OC participants only.

To enroll in the program or inquire about services, please complete the Youth Career Services Eligibility Assessment by scanning the QR Code or contacting OC Workforce Solutions at (866) 500-6587 or info@readysetcoc.com.



Community Services



WORKFORCE SOLUTIONS

americanjobcenter

On-the-Job Training (OJT) Opportunities

Employers will train participants in the areas that are essential to specific roles

Posted: 09/23/2024

On-the-Job Training Opportunity

STONE RESTORATION TECHNICIAN

Location: Tustin, CA

Experience Needed: None

Education Required: HS Diploma/GED preferred

of Openings: 1

Second Chance Employer: No

Compensation: \$22 per hour

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Participants can communicate their interest to their Case Manager who will submit a referral to the Business Solutions Unit (BSU).

Position Summary:

The Stone Restoration Technician will perform authorized procedures for restoring and repairing stone for clients, providing them with excellent customer service and support.

Essential Job Duties:

Safety Protocols

- Ensure that all issued safety equipment is in the provided safety backpack and in working order.
- Request safety equipment to replace any damaged or worn safety equipment.
- Use issued safety equipment in appropriate conditions at job location or in the warehouse.
- Clean off and properly store issued safety equipment in the safety backpack at the end of the day.

Protecting Surrounding Surfaces

- Determine areas to protect from splash or possible contact from equipment.
- Set up or apply plastic and/or tarps to protect pre-determined areas adjacent to surfaces that will be serviced.

Equipment Handling

- Operation and proper maintenance of: buffer, vacuum, burnisher, truck/van, hand-grinder, hand-polisher, pressure washer, stationary tile saw, hand-held masonry saw, gas powered generator.

Posted: 06/24/2024

On-the-Job Training Opportunity

I.T. HELP DESK

Location: Tustin, CA

Experience Needed: None

Education Required: None

of Openings: 1

Justice Involved Employer: Yes*

Compensation: \$20 per hour

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Participants can communicate their interest to their Case Manager who will submit a referral to the Business Solutions Unit (BSU).

Position Summary:

The I.T. Help Desk position is with a Managed Service Provider (MSP) looking for a candidate to provide IT services to customers. Their goal is to be a trusted resource their customers can rely on for all IT services and security. They are looking for someone who can work with customers in a personalized manner and keep the white-glove approach as they continue to grow their customer base.

Essential Job Duties:

- Provide 1st tier technical support through email, phone, and ticketing system.
- Software and hardware support.
- Regular maintenance and support for computers/servers/network equipment.
- Microsoft 365 and other SaaS administration.
- Windows operating systems, 10 and 11 support.
- Ability to articulate information clearly and simply to people.
- Conduct pre-project/work-briefings with customers as needed.
- Solve problems in environments rich in Windows, Microsoft 365, networking, remote access, firewalls, back-up systems, and more.
- Ability to provide accurate time estimates on anticipated completion timeframes.
- Escalation of support to Tier/Level 2, as needed.
- Accurate time tracking via ticketing system.
- Contact technical vendors to resolve issues.

Ready S.E.T. OC Eligibility



Out of School Youth

Age: 16-24

Completely removed from school (graduate or high school dropout)

Low Income + A barrier to success:

- High School Dropout
- Disability or IEP/504 Plan
- Homelessness/Runaway
- Foster/Emancipated Youth
- Pregnant/Parenting
- History of Substance Abuse
- Justice Involved

**All eligibility must be proven by documentation*



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Dropout Recovery Services

Enrollment into high school equivalency or GED programs

On-Campus



Hybrid



Remote



Hybrid



Occupational Skills Training

Tuition assistance to pay for post-secondary academic programs

2757: Nursing Assistant

This course offers theory and clinical skills that will assist graduates in preparing for the written and clinical competency examinations required by the state. Clinical experience and...

[\(click to read full description\)](#)

Cost: \$2,427.50	Hours: 160	Weeks: 4
Tuition: \$1,700.00	Books: \$80.00	Other Expenses: \$477.50
Registration: \$150.00	Supplies: \$20.00	
Sites:		
• 18780 Amar Rd., Ste. 203, Walnut, CA 91789		

P11269: Heating Ventilation and Air Conditioning

Students in the heating, ventilation and air conditioning program will acquire the skills necessary to identify, locate and solve heating, ventilating, air conditioning and refrigeration problems in...

[\(click to read full description\)](#)

Cost: \$2,490.00	Hours: 710	Weeks: 36
Tuition: \$0.00	Books: \$573.00	Other Expenses: \$15.00
Registration: \$1,120.00	Supplies: \$782.00	
Sites:		
• 3900 North Puente Ave., Baldwin Park, CA 91706		

P9747: IT Technician

This program prepares and trains students to become an a+ certified technician, computer repair technician, and a computer systems hardware analyst. Students will be able to build, identify, and...

[\(click to read full description\)](#)

Cost: \$1,806.00	Hours: 924	Weeks: 30
Tuition: \$520.00	Books: \$791.00	Other Expenses: \$0.00
Registration: \$0.00	Supplies: \$495.00	
Sites:		
• 12254 Cuesta Drive, Cerritos, CA 90703		

Local Wages

31-1131.00 - [Nursing Assistants](#)  Bright Outlook

Wages for state: California

Wages near ZIP Code: 92821

Annual Wages



Supportive Services

Financial assistance to pay for education- or employment-related expenses

Allowed	Disallowed
Transportation Assistance	Fines, Penalties, Traffic Violations, etc.
Child and Dependent Care	Child Support Payments
Housing Assistance	Mortgage or Auto Loan Payments
Educational Testing	Taxes
Uniforms, Work Attire, Tools, PPE, etc.	Membership Fees
Post-Secondary Academic Materials	Personal Medical/Health Expenses
Utilities	Groceries or Other Food Items

Ready S.E.T. OC -Brea



675 Placentia Avenue Brea, CA 92861

(562) 383-4227

Hours of Operation: 9:00 AM - 6:00 PM



Diane Gomez, Program Manager

(562) 383-8860

diane.gomez@readysetc.com



Gloria Tejada, Case Manager

(562) 383-8957

gloria.tejada@readysetc.com



Angelique Jimenez, Program Coordinator

(562) 713-7491

angelique.jimenez@readysetc.com



Rachel Gonzaga, Case Manager

(562) 713-8015

rachel.gonzaga@readysetc.com



Skills, education, training for youth.

Ready S.E.T. OC -Brea



675 Placentia Avenue Brea, CA 92861

(562) 383-4227

Hours of Operation: 9:00 AM - 6:00 PM



Allen Soong, Case Manager

(562) 713-7472

allen.soong@readyssetoc.com



Wania Mukhtar, Case Manager

(213) 261-4470

wania.mukhtar@readyssetoc.com



Laura Martinez, Case Manager

(562) 665-0837

laura.martinez@readyssetoc.com



Hugh Kaneshiro, Program Coordinator

(562) 266-8096

hugh.kaneshiro@readyssetoc.com



Teresa Soto, Case Manager

(562) 665-7227

teresa.soto@readyssetoc.com



Serenity Ponce De Leon, Case Manager

(562) 713-7494

serenity.poncedeleon@readyssetoc.com



Skills, education, training for youth.

Ready S.E.T. OC – Laguna Niguel



28202 Cabot Road, Suite 100/140 Laguna Niguel, CA 92677
Hours of Operation: 9:00 AM - 6:00 PM



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(562) 383-8860
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Hugh Kaneshiro, Program Coordinator
(562) 266-8096
Hugh.kaneshiro@readyssetoc.com



Teri Steel, Case Manager
(562) 501-5722
teri.steel@readyssetoc.com



Molly Flores, Case Manager
(562) 665-3562
amelia.flores@readyssetoc.com



Ashley Frutis, Case Manager
(213) 596-1275
ashley.frutis@readyssetoc.com



Manchester Office Building



301 The City Drive, 4th Floor Orange, CA 92868
Hours of Operation: 8:00 AM - 5:00 PM



Jessica Canizal, Case Manager
(562) 713-7495
jessica.canizal@readyssetoc.com



Ruby Ochoa, Case Manager
(562) 266-8118
ruby.ochoa@readyssetoc.com



Skills, education, training for youth.

Joint Forces Training Base



11200 Lexington Dr., BLDG 244, Los Alamitos CA 92705
Hours of Operation : Friday 8:00 AM - 5:00 PM



Teresa Soto, Case Manager
(562) 665-7227
teresa.soto@readysctoc.com



Hugh Kaneshiro, Program Coordinator
(562) 266-8096
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Laura Martinez, Case Manager
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Thank You!

