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Lee Education & Employment Training begins April 2012

Lee County residents currently working at low-skill, low-paying jobs who have not had an opportunity for higher education or previous job training may take advantage of cost-free job training in Medical Front Office skills to increase their pay.

The 7-month no-cost job-training program starts April 24, 2012, and class will graduate in November 2012. Telephone interviews will be accepted February 1, through April 20, 2012. The class is filled on a first-come, first-served basis and fills up quickly. All applicants must be working, must provide proof of earned income, proof of high school diploma or GED, pass a basic assessment in reading, language and spelling, and pass a criminal background check.

This training is available through the Lee Education and Employment Program and is funded by a Community Services Block Grant. The federal grant gives low-income persons the opportunity to raise their income and enter a new career at the front desk of a medical facility or in medical records. The Medical Office Skills (certificate) Program includes keyboarding and computer applications, medical terminology, medical office procedures, basic billing and coding, electronic medical records, HIPAA training and Heartsaver AED certification. Assistance with resumes, job search, and interview skills are also included in the program.

The program won a 2001 National Association of Counties Achievement Award for employment and training and was the only county program in the United States to win a 2002 Public Service Excellence Award.

Successful applicants must have reliable transportation to the classes which are held 6:30-9:30 p.m., Tuesday and Thursday nights at High Tech Center Central, 3800 Michigan Avenue, Fort Myers. The L.E.E. Program covers all costs for tuition, books and can cover childcare cost during class hours.

Contact: Barbara Goins at (239) 533-7902 for a telephone screening to determine eligibility.