

PASCUA YAQUI TRIBE
DIVISION OF SOCIAL SERVICES
CHILD, FAMILY
AND SENIOR SERVICES
DIRECTORY



4730 W. Calle Tetakusim

Tucson Arizona, 85757

(520)883-5060

Division of Social Services:

Help desk number 520-879-5605

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**Division of Child, Family and Senior Services
Mission Statement
(Social Services Department)**

The Division of Child, Family and Senior Services will strive to protect, assist and empower all tribal families by working together to build a resilient and thriving nation.

**Division of Child, Family and Senior Services
Function Statement:**

The Pascua Yaqui Division of Child, Family and Senior Services are the public expression of the Tribe's desire to promote and advance a stronger tribal community.

Working interactively and cooperatively with other departments, the Division of Child, Family and Senior Services will strive to meet the unique needs of tribal members who are experiencing personal maltreatment, economic, or social difficulties.

The Primary responsibility of the Department is to intervene and assist tribal families to become safe, self-sufficient, and constructive and to improve the well-being of all families of the tribe.

Yoeme working together to build a stronger nation.

Division of Child, Family and Senior Services:

The Department provides help to those families who may be experiencing a personal crisis or are simply in need of temporary economic assistance. We understand the community entrust us with the most delicate details of their lives. We strive to handle each matter with the privacy, respect and attention deserved.

Each unit is committed to serving every tribal member with compassion and the utmost confidentiality.

Division of Social Services can help with various resources available for each of our community members from children to elders. Step-by-step guidance is given to each and every community member. We firmly believe that quality and consistency is the key to excellent services.

TUCSON SERVICES
Department of Children's Services

Program Manager - Gabriel Lopez
Phone: (520) 879-5621

**FACILITATING CARE TO CHILDREN, YOUTH AND
FAMILIES IN THE COMMUNITY**

Child Protective Services (CPS) - Our Tribal CPS team is able to maintain a level of service for young children in our community which seeks to assist families with promoting healthy development and guidance. The Child Protective Team's primary goal is to ensure our children's safety. Child Protective Services is committed to strengthening the focus and emphasis on pre-placement, preventive services to strengthen, support and advocate for the prevention of child abuse/neglect and the disruption of the family unit.

ICWA (Indian Child Welfare Act) -The Indian Child Welfare Act (ICWA) is a Federal Law that governs the removal and out-of-home placement of Native American Children. The purpose of ICWA is to do the following:

- Protect Native American children
- Preserve and strengthen Native American families
- Ensure permanency for Native American children
- Protect the continuing existence for Native American cultures.
- Ensure the tribes can exercise their sovereign authority over child custody proceedings.

Foster Care Program: The Foster Care Program strives to provide loving homes to native children in need. Foster care homes that offer love, patience, understanding and guidance. A Foster Care home that is willing and able to help a child maintain their cultural background, as well as their biological connections.

Foster Care Program Minimum Qualifications:

- Must be 21 years of age
- Must have sufficient income to support household expenses
- Must be fingerprinted (all parties over 18)
- Must pass a background check (State and Tribal)
- Must complete a foster care training (8 week course)
- Pass a home study (safety and space)

Common Misconceptions:

-
- You do not have to be married or in a committed relationship to be a foster parent. You can be single.
 - You do not have to stay home, you can continue to work. You must be able to prove financial stability.

Guardianship: The Guardianship Program services are designed to give permanency to children in foster care. Program assists foster families or relatives who wish to file for permanent guardianship if children in foster care. Program provides case management of guardianship children by providing home visits, information and referral in addition to advocacy. Program will assist families and filing for benefits through DES or BIA for guardianship subsidies.

Child Care Program: The Child Care Program offers childcare services through a certificate program which permits parents to choose from a variety of child care categories, including center-based care, group home care, family child care and in-home child care.

Child care is available to assist families with child care for at least one of the following reasons and who meet the income guideline:

- Employment
- Attendance in Training
- School Attendance
- Job Search
- If you are a Foster Parent or Caring for a CPS Child

Family Preservation: Family Preservation services are designed to support families and keep children safe and to prevent unnecessary out of home placement. The program helps families cope with stress and obtain needed parenting support services. This program is designed to keep families together by providing in home services and interventions to parents and children. Services are provided at home where the family unit can be observed, evaluated and served in their own environment.

Department of Adult Social Services

***YOEME Services** - (Yoemem organization employment and member enhancement)

* **TEA** - (Tribal Economic Assistance)

* **CET** - (Center for Employment and Training)

Program Manager - Irma Valencia

Phone: (520) 879-5645

Vision Statement:

Strengthening tribal intergenerational life skills with toolkits for success.

Mission Statement:

The Adult Social Services Department strives to provide quality customer service through the facilitation of resources to promote tribal family preservation and collective self-reliance.

YOEME Services (Yoemem Organization for Employment and Member Enhancement, formerly known as Temporary Assistance for Needy Families)- Cash assistance and other vocational & educational training activities are provided to get families back on solid financial track and have the ability to be self-sustaining. The PYT YOEME Services Program provides services in Tucson, Guadalupe and Coolidge and is operated under the auspices of the Adult Social Services Department.

Main Switchboard (520) 879-5640
Irma Valencia- Program Manager (520) 879-5645
Hugo Guerra- Program Specialist (520) 879-5651
Esperanza Flores - Secretary (520) 879-5673
Sylvia Soto - Case Manager (520) 879-5642
Irene Ahumada - Case Manager (520) 879-5658
Demetria Lopez - Case Manager (520) 879-5644
Olga Castro - Case Manager (520) 879-5688
Paul Hernandez - Application Support
Analyst (520) 879-5641

Tribal Economics Assistance (TEA)

General Assistance -Program offers cash assistance services for low income individuals/families that are in need due to:

- 1)Temporary medical disability;
- 2)Temporary assistance for unmet needs due to unemployment, but is not an alternative to acceptance or available employment;
- 3) Single adult head of household currently enrolled in educational studies.

Emergency Housing Assistance - Program services designed to financially assist eligible tribal members in circumstances where there has been an interruption of income or unforeseen expenses that have absorbed finances intended for the rent, or mortgage payment. This assistance is one time per fiscal year; therefore, the applicant must demonstrate that they are able to meet future household financial obligations.

Utility Assistance - The program is established to assist eligible tribal household who are facing disconnection of a utility service as a direct result of an unforeseen financial circumstance or for families that are on limited income or no income status and whose utility bill absorbs a large part of the limited fixed income received monthly.

Burial Services - The Tribe will pay the negotiated approved contracted packaged for funeral expenses and \$100.00 for wake expenses. The services are provided for tribally enrolled members who meet the income criteria and who are not covered by other insurance options.

Food Voucher - This program is to assist tribal enrolled members who face an emergency need for food due to circumstances beyond their control or financial hardship.

First Things First - Services are targeted for needy families with children 0-5 years of age. The child must be tribally enrolled or eligible for membership. Based on assessment, the children's food box may include: Formula, infant cereal and baby food jars (vegetables and fruits), fresh milk, cereal, fresh fruits and vegetables.

Food Box - This program allows for an individual or a family who are in need to receive a food box once a month. Food box items will provide enough food for an individual or family for a period of 2-3 days. Please call Esperanza Flores at 879-5640 or 879-5673 for days and hours of distribution.

Tribal Economic Assistance (TEA)

- Main Switchboard** (520) 879-5640
- Irma Valencia - Program Manager (520) 879-5645
- Hugo Guerra - Program Specialist (520) 879-5651
- Esperanza Flores - Secretary (520) 879-5673
- Alejandra Ramirez - Child and Family
Advocate (520)879-5634
- Angelique Valenzuela - Child and Family
Advocate (520) 879-5611
- Melissa Durazo - General Assistance
Eligibility Worker (520) 879-5624
- Almarosa Ramirez - Support Staff Tech.. (520) 879-5640

Locations:

Tucson Office	Hours of operation:
7474 S. Camino De Oeste	Main Switchboard: 879-5640
Tucson, Arizona 85757	Monday -Friday
	Hours: 8:00am - 5:00pm

*Many of the enclosed programs have eligibility criteria and requirements; therefore, we would like to encourage all tribal members to contact our departments with any inquiries or to schedule appointments for determination of eligibility.

Adult Services Function Statement:

“To provide services that improve the well-being of the Tribal member (family served) through developing their work abilities to ensure that they achieve economic self-sufficiency and assisting Yoeme families in need to deal with an economic crisis through advocacy, case management, emergency housing, burial assistance, workforce training and cash assistance

Center for Employment Training (CET)

Job Readiness Training Program Services

The Job Readiness Training Program curriculum is designed as a first step toward helping to prepare those seeking entry- level jobs for the workplace by developing the skills and knowledge that are essential for success. This core soft skills curriculum along with other training components, including the assessment and screening process, case management, career coaching and ongoing retention and advancement support will enable entry- level workers to not only demonstrate their readiness to successfully enter the workplace, but retain and advance in their positions.

There are three sections in the curriculum and each section has multiple lessons. Some lessons cover more than one topic. Each lesson has a number of exercises and activities to provide real practice for skill development. The training will be conducted in an environment that matches the work setting and that the same performance that will be required on the job be demonstrated at the training site. To the extent possible, participants will be allowed to demonstrate the skills taught in a real-world situation.

The objectives of this job readiness curriculum are to:

- Prepare individuals for work;
- Identify personality and learning styles and match them to career choices;
- Empower individuals for success;
- Determine the education and training needed for different careers; and
- Develop an effective individualized employment plan



Work Readiness Training Program

The Work Readiness Assessment and Training Program (WRATP) curriculum is designed to meet the needs of adult students who are trying to make the transition to employment or further education. The special focus will be on individuals who may have one or more barriers to participation or for individuals who may need life skills or basic training classes prior to engaging in career training or employment.

The curriculum will contain a number of activities that will focus on personal reflection, research into training opportunities, and practice in job searching skills, while developing skills such as self-awareness, self-confidence, and critical thinking. Many of the assignments may be designed to be completed in a group where individuals will have the opportunity to learn from each other's experiences and practice working in a team.

Some soft-skills training courses will enable participants to use both their experience and basic skills in the workplace. These skills may include:

- Critical thinking
- Self-awareness
- Self-confidence
- Assertiveness
- Organizational skills
- Goal setting and planning skills
- Team work
- Problem solving in both personal and public situations

Basic skills that may be included in the course work utilizing the Aztec training online programs include:

- Reading
- Writing
- Math
- Communication

Both sets of skills will be learned during the participation in the Work Readiness Assessment and Training Program area.

Career Path Training Program (CPT)

The Career Path Training Program will offer tribal students the opportunity to enter one or more of the many employment activities that is accepted by the tribal YOEME Services. Upon completion of the Job Readiness Training or Work Readiness Program, most students may be referred to the CPT to receive training in their desired career area. All of the students who enter the program may have different skill levels and career goals. The classroom will often contain a diverse group of students with different training needs that require individualized training plans to be assigned.

By including the Aztec Occupational Foundation Series in the Career Path Training Program, the center will create career pathways available to the students. As students begin to choose the career goal to pursue, the center will have established pathways identified through the Occupational Foundations and ONET or PY tribal employers.

The chart below will provide an overview of the Aztec series available at CET:

Basic Construction	Health Occupations	Sales Occupations	Service Occupations	Office Occupations
<ul style="list-style-type: none"> • Carpentry • Electricity • HVAC • Welding & Cutting • Plumbing • Maintenance & Repair • Manufacturing • Agriculture 	<ul style="list-style-type: none"> • Health Occupations • Pharmacy 	<ul style="list-style-type: none"> • Customer Service Representative • Marketing • Retail Sales 	<ul style="list-style-type: none"> • Childcare • Food Service • Hospitality • Security • Mechanics • Transportation 	<ul style="list-style-type: none"> • Administrative Assistant • Computer Science

The certificate programs will allow the students to gain knowledge and information that will enhance their acceptance into vocational and college programs or preparation for full-time employment. Utilizing the newly developed CET certificate programs, and the Pima Community College degree or certificate programs, the center will identify the required entrance requirements and pre-requisites that will identify a clear path towards the student’s desired career goal.

Career Development Training and Counseling

The services offered under this program include assistance with individualized career guidance and support throughout the career exploration process. In addition, students learn to identify career interests, explore professional goals, and discuss job search strategies in a specific area of interest. Training services directly offered at the center through an IGA with Pima Community College include:

Pima Community College Center for Training and Development

The certificate programs offered under this IGA are offered year-round. All eligible trainees will have to be in good-standing with Pima College and meet the COMPASS requirements for the program of their choice.

Business and Office Certificates for Direct Employment

- Office Assistant I, II
- Office Specialist
- Legal Office Support
- Accounting Assistant Computer Applications
- Specialized Certificates

Medical Office Certificate Programs

- Medical Office Specialist
- Medical Records Technician
- Medical Transcription
- Medical Terminology
- Professional Medical Coding and Billing

Training is free to all YOEME Services trainees or clients.

CET Work Experience Program and Job Search

To continue the in-classroom training, a work experience training placement is offered to trainees, which is used to apply structure and accountability to the fostering of a newly trained tribal member. This work experience placement will allow time to assess the trainee's ability to apply what he/she learned in the classroom. Utilizing the work experience training description, this training will provide the trainee with the opportunities to:

- 1) Practice and demonstrate professional skills;

Program Manager - Rebecca Matuz
Phone: (520) 879-5539

PROMOTING OUR ELDERS QUALITY OF LIFE

The Liogue Senior Center provides services to elders 55 years and older the goal of the Department of Senior Services is to improve the quality of life thought fostering an enviroment that is stress free, where elders are treated with dignity and pride.

We here at the Liogue Senior Center would like to invite you to come join our congregation and make everyday as joyous and exciting as possible. We have something different going on everyday.

- Chair Aerobics
- Arts & Crafts
- Cinema day
- Bingo
- Volleyball
- Socialization
- Long Term Care
- Tribal Family Care Givers Training
- Educational Workshops

Here are a few of the services and resources that are available:

- **Nutritional Program:** Monday thru Friday
Breakfast 8:30am to 9:30am
Lunch 11:30am to 12:30pm

- Home bound Delivered Meals or "Meals on Wheels"

- Transportation (for shopping, pay bills, Also outside Agencies: Social Security, DES, Appointments, Etc.

- **Community Health Wellness/Education:**
 - Blood pressure checks
 - Diabetic/Podiatry
 - Medication management
 - Medical Escorts (24 hrs.in advance notice required).

- Information & Referral (to Tribal Departments and other outside resources).

- Adult Protective Services** investigates elder abuse:
 - Financial exploitation
 - Physical/Sexual abuse
 - Neglect

- Ombudsman State Certified Representatives** to visit Family members in hospitals & nursing homes to make sure they are properly cared for.

- Caregivers Program:** Offers a variety of services
 - Support Groups
 - Regional Meetings
 - Trainings
 - Informative pamphlets
 - Recruitment/Outreach

LIOGUE SENIOR CENTER

Main Switchboard	(520) 879-5530
Rebecca Matuz - Program Manager	(520) 879-5539
Elizabeth Figueroa - Admin. Assistant	(520) 879-5543
Juan Ramirez Jr. - Admin Support Asst. ..	(520) 879-5530
Cecilia Valencia - Social Worker	(520) 879-5534
Ralph Gomez - APS/Social Worker	(520) 879-5533
Maria Duttle - Outreach Worker	(520) 879-5548
Marta Yucupicio -Adult Care Coordinator .	(520) 879-5546
Activities Coordinator	(520) 879-5545
Nadine Aleman -CHR	(520) 879-5531
Remi Escamilla - Ombudsman	(520) 879-5538
Michelle Manuel - Ombudsman	(520) 879-5542
David Dominguez - Head Cook	(520) 879-5529
Susana Garcia - Prep-Cook	(520) 879-5529
Molly Valenzuela - Prep-Cook	(520) 879-5530
Juan M. Garcia - Prep-Cook	(520) 879-5530
Adelia Molina - Prep-Cook	(520) 879-5530
Humberto Armenta	(520) 879-5530
Dishwasher	(520) 879-5530
Ruben Romero - Driver	(520) 879-5530

Juan M. Garcia - Driver (520) 879-5530
Gabriel Ortiz -Driver (520) 879-5530
Pedro Rodriguez - Groundskeeper (520) 879-5530

Location:
7601 S. Camino Benem
Building B.
Tucson, Arizona 85757

Hours of operation:
Main Switchboard: 879-5530
Monday -Friday
Hours: 8:00am - 5:00pm

Senior Services Function Statement:

“The Pascua Yaqui Tribe Liogue Senior Center is a program available to tribal seniors fifty-five (55) years of age and older. The Liogue Senior Center provides a safe and quality enviroment that offers specialized nutritional meals, appropriate physical activities, cultural functions, travel excursions and health check-ups that prevent premature institutionalization, malnutrition, and social isolation. Additionally, the Liogue Senior Center’s staff assits clients with establishing needed services and transportation. The wide array of available services improves and maintains the quality of life all seniors involved in the Liogue Senior experience.

The Senior Center accepts volunteers, to become a volunteer one must past a criminal background check and must go through the application process at the Human Resources Department. For more information please contact Rebecca Matuz at 879-5539.

GUADALUPE SERVICES
Department of Children’s Services

Program Manager - Gabriel Lopez
Phone: (520) 879-5621

FACILITATING CARE TO CHILDREN, YOUTH AND FAMILIES IN THE GUADALUPE COMMUNITY

ICWA (Indian Child Welfare Act) -The Indian Child Welfare Act (ICWA) is a Federal Law that governs the removal and out-of-home placement of Native American Children. The purpose of ICWA is to do the following:

- Protect Native American children
- Preserve and strengthen Native American families
- Ensure permanency for Native American children
- Protect the continuing existence for Native American cultures.
- Ensure the tribes can exercise their sovereign authority over child custody proceedings.

Foster Care Program: The Foster Care Program strives to provide loving homes to native children in need. Foster care homes that offer love, patience, understanding and guidance. A Foster Care home that is willing and able to help a child maintain their cultural background, as well as their biological connections.

Foster Care Program Minimum Qualifications:

- Must be 21 years of age
- Must have sufficient income to support household expenses
- Must be fingerprinted (all parties over 18)
- Must pass a background check (State and Tribal)
- Must complete a foster care training (8 week course)
- Pass a home study (safety and space)

Any Guadalupe community member who wishes to become a licensed foster parent can request an accelerated foster care training.

Common Misconceptions:

- You do not have to be married or in a committed relationship to be a foster parent. You can be single.

- You not have to stay home, you can continue to work. You must be able to prove financial stability.

Child Care Program: The Child Care Program offers childcare services through a certificate program which permits parents to choose from a variety of child care categories, including center-based care, group home care, family child care and in-home child care.

Child care is available to assist families who may need child care for at least one of the following reasons and who meet the income guideline:

- Employment
- Attendance in Training
- School Attendance
- Job Search
- If you are a Foster Parent
- If you are Caring for a CPS Child

Guadalupe Staff

Gabriel Alvarez - Social Worker III (480) 768-2035

Maria Reyes - CPS/ICWA Social Worker . (480) 768-2002

Veronica Perez CPS/ICWA Social Worker(480)768-2043

Corinne Casillas - Child Care

Eligibility Worker..... (480) 768-2001

Location:

9405 S. Avenida Del Yaqui
Guadalupe, Arizona 85757

Hours of operation:

Main Switchboard:
(480) 768-2000
Monday-Friday
Hours: 8:00am - 5:00pm

Children Services Function Statement:

“Social Services Children Services Program is the public expression of the Tribe’s desire to foster and promote a stronger tribal community. The supportive services offered by the department include: Child Protective Services, ICWA, Family Preservation/Family Reunification, Foster Care, Child Care and Guardianship Services.

Department of Adult Social Services

***YOEME Services - (Yoemem organization employment and member enhancement)**

- * **TEA** - (Tribal Economic Assistance)
- * **CET** - (Center for Employment and Training)

Program Manager - Irma Valencia
Phone: (520) 879-5645

Vision Statement:

Strengthening tribal intergenerational life skills with toolkits for success.

Mission Statement:

The Adult Social Services Department strives to provide quality customer service through the facilitation of resources to promote tribal family preservation and collective self-reliance.

YOEME Services (Yoemem Organization for Employment and Member Enhancement, formerly known as Temporary Assistance for Needy Families)- Cash assistance and other vocational & educational training activities are provided to get families back on solid financial track and have the ability to be self-sustaining. The PYT YOEME Services Program provides services in Tucson, Guadalupe and Coolidge and is operated under the auspices of the Adult Social Services Department

Guadalupe Staff:

Frances Flores - Secretary (480) 768-2089
Elizabeth Gutierrez - Case Manager.....(480) 768-2007
Bridgette Alvarez - Case Manager.....(480) 768-2024
Carrie Whiskers- Workforce Instructor.....(480) 768-2013
Carmen Valenzuela - Workforce
Assistant/Driver..... (480) 768-2071

(Pinal County Social Services Office) (520) 723-5080
Naomi Valencia - Administrative Specialist Clerk - Coolidge

Tribal Economics Assistance (TEA)

Emergency Housing Assistance - Program services designed to financially assist eligible tribal members in circumstances where there has been an interruption of income or unforeseen expenses that have absorbed finances intended for the rent, or mortgage payment. This assistance is one time per fiscal year; therefore, the applicant must demonstrate that they are able to meet future household financial obligations.

Utility Assistance - The program is established to assist eligible tribal household who are facing disconnection of a utility service as a direct result of an unforeseen financial circumstance or for families that are on limited income or no income status and whose utility bill absorbs a large part of the limited fixed income received monthly.

Burial Services - The Tribe will pay the negotiated approved contracted packaged for funeral expenses and \$100.00 for wake expenses. The services are provided for tribally enrolled members who meet the income criteria and who are not covered by other insurance options.

Food Voucher - This program is to assist tribal enrolled members who face an emergency need for food due to circumstances beyond their control or financial hardship.

First Things First - Services are targeted for needy families with children 0-5 years of age. The child must be tribally enrolled or eligible for membership. Based on assessment, the children's food box may include: Formula, infant cereal and baby food jars (vegetables and fruits), fresh milk, cereal, fresh fruits and vegetables.

Guadalupe Staff:

Mercedes Cartagena- Child and Family Advocate
..... (480) 768-2038

Teresa Holguin - Child and Family Advocate
..... (480) 768-2012

(Pinal County Social Services Office) (520) 723-5080
Naomi Valencia - Administrative Specialist Clerk - Coolidge

Locations:

Guadalupe Office
9405 S. Avenida Del Yaqui
Guadalupe, Arizona 85283

Hours of operation:
Main Switchboard: (480) 768-2089
Monday -Friday
Hours: 8:00am - 5:00pm

Coolidge Satellite Office
345 W. Central Avenue
Coolidge, Arizona 85128

Hours of operation:
Main Switchboard: (520) 723-5080
Monday -Friday
Hours: 8:00am - 5:00pm

*Many of the enclosed programs have eligibility criteria and requirements; therefore, we would like to encourage all tribal members to contact our departments with any inquiries or to schedule appointments for determination of eligibility.

Center for Employment Training (CET)

Job Readiness Training Program Services

The Job Readiness Training Program curriculum is designed as a first step toward helping to prepare those seeking entry- level jobs for the workplace by developing the skills and knowledge that are essential for success. This core soft skills curriculum along with other training components, including the assessment and screening process, case management, career coaching and ongoing retention and advancement support will enable entry- level workers to not only demonstrate their readiness to successfully enter the workplace, but retain and advance in their positions.

There are three sections in the curriculum and each section has multiple lessons. Some lessons cover more than one topic. Each lesson has a number of exercises and activities to provide real practice for skill development. The training will be conducted in an environment that matches the work setting and that the same performance that will be required on the job be demonstrated at the training site. To the extent possible, participants will be allowed to demonstrate the skills taught in a real-world situation.

The objectives of this job readiness curriculum are to:

- Prepare individuals for work;
- Identify personality and learning styles and match them to career choices;
- Empower individuals for success;
- Determine the education and training needed for different careers; and
- Develop an effective individualized employment plan



Work Readiness Training Program

The Work Readiness Assessment and Training Program (WRATP) curriculum is designed to meet the needs of adult students who are trying to make the transition to employment or further education. The special focus will be on individuals who may have one or more barriers to participation or for individuals who may need life skills or basic training classes prior to engaging in career training or employment.

The curriculum will contain a number of activities that will focus on personal reflection, research into training opportunities, and practice in job searching skills, while developing skills such as self-awareness, self-confidence, and critical thinking. Many of the assignments may be designed to be completed in a group where individuals will have the opportunity to learn from each other's experiences and practice working in a team.

Some soft-skills training courses will enable participants to use both their experience and basic skills in the workplace. These skills may include:

- Critical thinking
- Self-awareness
- Self-confidence
- Assertiveness
- Organizational skills
- Goal setting and planning skills
- Team work
- Problem solving in both personal and public situations

Basic skills that may be included in the course work utilizing the Aztec training online programs include:

- Reading
- Writing
- Math
- Communication

Both sets of skills will be learned during the participation in the Work Readiness Assessment and Training Program area.

Career Path Training Program (CPT)

The Career Path Training Program will offer tribal students the opportunity to enter one or more of the many employment

activities that is accepted by the tribal YOEME Services. Upon completion of the Job Readiness Training or Work Readiness Program, most students may be referred to the CPT to receive training in their desired career area. All of the students who enter the program may have different skill levels and career goals. The classroom will often contain a diverse group of students with different training needs that require individualized training plans to be assigned.

By including the Aztec Occupational Foundation Series in the Career Path Training Program, the center will create career pathways available to the students. As students begin to choose the career goal to pursue, the center will have established pathways identified through the Occupational Foundations and ONET or PY tribal employers.

The chart below will provide an overview of the Aztec series available at CET:

Basic Construction	Health Occupations	Sales Occupations	Service Occupations	Office Occupations
<ul style="list-style-type: none"> • Carpentry • Electricity • HVAC • Welding & Cutting • Plumbing • Maintenance & Repair • Manufacturing • Agriculture 	<ul style="list-style-type: none"> • Health Occupations • Pharmacy 	<ul style="list-style-type: none"> • Customer Service Representative • Marketing • Retail Sales 	<ul style="list-style-type: none"> • Childcare • Food Service • Hospitality • Security • Mechanics • Transportation 	<ul style="list-style-type: none"> • Administrative Assistant • Computer Science

The certificate programs will allow the students to gain knowledge and information that will enhance their acceptance into vocational and college programs or preparation for full-time employment. Utilizing the newly developed CET certificate programs, and the Pima Community College degree or certificate programs, the center will identify the required entrance requirements and pre-requisites that will identify a clear path towards the student’s desired career goal.

CET Work Experience Program and Job Search

To continue the in-classroom training, a work experience training placement is offered to trainees, which is used to apply structure and accountability to the fostering of a newly trained tribal member. This work experience placement will allow time to assess the trainee’s ability to apply what he/she learned in the classroom. Utilizing the work experience training description, this training will provide the trainee with the opportunities to:

- 1) Practice and demonstrate professional skills;
- 2) Gain practical knowledge from the experiences in a work place setting and;
- 3) Receive support and assistance from experienced employees.

All work experience placements are six months in length and eligible trainees may receive a bi-weekly honorarium.

Job search is also available to trainees at any time during their training at CET. Job search assistance is provided in the form of referrals or assistance with online applications or with the development of an employment portfolio. Job search is only available to students for six weeks before a new training plan is recommended.

Main Switchboard 480) 768-2089
Carrie Whiskers - Workforce Instructor (480) 768-2013
Carmen Martinez Valenzuela - Driver/Assitant Insructor
..... (480768-2071

Guadalupe Office
9405 S. Avenida Del Yaqui
Guadalupe, Arizona 85283

Hours of operation:
Main Switchboard: (480) 768-2089
Monday -Friday
Hours: 8:00am - 5:00pm

Complaint Process

All formal complaints regarding services or personnel should follow the chain of command; the complaint should first be addressed with the Program Manager (each program has an assigned Manager), if the complaint is not resolved in a satisfactory manner then the complaint should be addressed with the Department Director, If the action of the Director is not satisfactory the complaint should be taken to Social Services - Tribal Council Oversight whose recommendation/action becomes final.

Children Services - Program Manager - Gabriel Lopez
Phone: (520) 879-5621

Adult Services - Program Manager - Irma Valencia
Phone: (520) 879-5645

Senior Services - Program Manager - Rebecca Matuz
Phone: (520) 879-5539

Division Director - Maria Paisano
Phone: (520) 879-5628

TRIBAL COUNCIL OVERSIGHT
TERM 2012-2016
DIRECTLY OVERSEEING
SOCIAL SERVICES

Tribal Council Oversight Chair - Cruzita Armenta
Phone: (520) 883-5080

Tribal Council Oversight Member - Robert Valencia
Phone: (520) 879-5110

Tribal Council Oversight Member - David Ramirez
Phone: (520) 879-5024

Tribal Council Oversight Member - Rosa Soto Alvarez
Phone: (520) 883-5005

Tribal Offices will be closed for the following Holidays:

Federal Holidays

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

Tribal Holidays

Holy Thursday
Good Friday
Dia de las Gracias
Tribal Recognition Day
All Soul's Day

Division of Social Services

*Child, Family
and Senior Services*

Directory

