

Seeking Work But Need New Skills?

We offer job training to fit today's market. Come away with certifications that put you in a better place for hire.

Includes work-readiness, financial literacy and job placement assistance.



Drop-In Info Sessions

Every Wednesday at 3:00 pm

Community Care Alliance
Employment & Training Center
55 Main Street, Woonsocket, RI
401-235-6047

HRS and AOM Trainings - \$5100
Janitorial Training - \$2800
ORS, DLT, and DHS clients may qualify for no out-of-pocket expense

HRS

Healthcare Reimbursement Specialist Training

275-hour/10-week training provides hands-on instruction to prepare graduates for careers as Medical Administrative Assistants, Health Information Technicians, Medical Billers, Bill and Account Collectors, and Medical Receptionists.

Certifications include: Coding & Billing Specialist, Electronic Health Record Specialist and Customer Service.

AOM

Administrative Office Management Training

275-hour/10-week training provides hands-on instruction to prepare graduates for careers as Administrative Assistants, Receptionists, Customer Service Representatives, and Secretaries.

Certifications in Microsoft Application Specialist and Customer Service.

Janitorial Training

110-hour/4 week training provides hands-on instruction to prepare individuals for careers in the custodial field. **Certification in Customer Service.**

Community
Care Alliance



empowering people
to build better lives

