



HAMPDEN COUNTY WORKFORCE BOARD, Inc.

Healthcare Hub Grant for Emergency Medical Technician Training Program Marketing and Selection Process 2024-2025 **American Medical Response**

Step 1: Program Marketing

- Training announcement and recruiting will be done through the career centers and posted on the <https://westernmasshealthcareers.org/> website.
- An advertising agency, 5HD, will also provide marketing through a business contract, using social media.
- A separate recruitment for this program will be generated through American Medical Response and interested participants will be directed to the career centers.

Step 2: Selection and Screening Process A

1. All interested individuals complete an interest form.
2. The completed forms will automatically populate a google spreadsheet that will be shared between the career centers and the workforce boards.

Spreadsheet link: <https://docs.google.com/spreadsheets/d/1-f9szgS2Dgt7OD9NmPLjKGdVX6oZns76lbhlyxYx8eY/edit?usp=sharing>

- i. Career center assignments will be determined by the city the customer lives in. If customer is already in MOSES, the customer will be assigned to the appropriate office. New customers living in FH County will be referred to FHCC via email.
3. The primary point of contacts of the program are listed below. Their supervisors (Kate Smith, Greenfield and Bev Waite, Springfield) are copied on all communication related to this project.
 - George Colon, (413) 858-2811, gcolon@masshirespringfield.org, at the **MH Springfield Career Center**
 - or
 - DeAnna McHenry, (413) 322-7173, dmchenry@massshireholyokey.org at the **MH Holyoke Career Center**
 4. George/DeAnna will contact candidate with information on next steps, discuss and review eligibility requirements.

5. Applicants will attend information session and complete all program documentation: CommCorp registration application, provide proof of unemployment/underemployment status, and eligibility to work in the US, as well as **instruct the applicants to apply for admissions into the Emergency Medical Technician training program and obtain of copy of his/her driving record and submit to Peta-Gaye.**
6. Registration forms and eligibility documents will be submitted to Peta-Gaye Johnson via DropBox.
7. Tracking of applicants' registration status will be maintained through training provider specific tracking sheet.

https://docs.google.com/spreadsheets/d/1gYJdnO_OUoqSUsZ6Aung2gTcX7uzS-7qcl82PoorAew/edit?usp=sharing

8. George/DeAnna will transfer applicants' information the training provider shared spreadsheet.
9. George/DeAnna will provide grant applicants' information to Peta-Gaye Porter. **Remember to complete Google Spreadsheet** Peta-Gaye Porter will provide grant applicants' information to American Medical Response. The point of contact is:
 - Emily Chandler, (413) 846-6150, Emily.Chandler@gmr.net
 - Amy Warner, telephone number, Amy.Warner@gmr.net

American Medical Response will follow-up with each candidate to schedule an interview/intake.

10. Registration forms and eligibility documents will be submitted to Peta-Gaye Porter via DropBox from George/DeAnna.
11. AMR will direct candidates to complete his/her background screening. Candidates will follow through with the program screening requirements: **Drug Testing and CORI/SORI records**
 - Suggested screening provider: **Student Check**
12. A determination for funding will be made by Peta-Gaye Johnson (MHHCWB) communicated to the candidate, training provider and career center electronically.
13. Candidates who do not meet the program's requirements will be provided with alternative services to support their career goals, including referrals to another training program.



Selection and Screening Process B

1. Interested applicants who indicate they are interested in the free Emergency Medical Technician training, will complete the registration sheet.
2. The names and contact information of the individuals who contact the National Ambulance's office/EMT Academy directly, and are referred from the National Ambulance will be added to the shared tracking sheet by Emily Chandler/Amy Warner.
3. George/DeAnna will contact candidates with information on next steps, discuss and review eligibility requirements, and instruct them to complete the interest form.
4. Eligibility for the program will be determined by the career center, reported to the applicant and updated in the spreadsheet.
5. Applicants will attend information session and complete all program documentation: CommCorp registration application, provide proof of unemployment/underemployment status, and eligibility to work in the US, as well as **instruct the applicants to apply for admissions into the Emergency Medical Technician training program and obtain of copy of his/her driving record and submit to Peta-Gaye.**
6. Registration forms and eligibility documents will be submitted to Peta-Gaye Porter via DropBox.
7. Tracking of applicants' registration status will be maintained through training provider specific tracking sheet.
8. AMR will direct candidates to complete his/her background screening. Candidates will follow through with the program screening requirements: **Drug Testing and CORI/SORI records**
 - Suggested screening provider: **Student Check**
9. A determination for funding will be made by Peta-Gaye Johnson (MHHCWB) communicated to the candidate, training provider and career center electronically.

10. Candidates who do not meet the program's requirements will be provided with alternative services to support their career goals, including referrals to another training program.

11. **All steps in this process will be tracked through a shared Google Spreadsheet:**

https://docs.google.com/spreadsheets/d/1gYJdnO_OUoqSUsZ6Aung2gTcX7uzS-7qcl82PoorAew/edit?usp=sharing