Welcome New and Returning CalWORKs Students
A message from the Coordinator...

Welcome to the Spring 2009 semester. The Cerritos CalWORKs program offers services to assist you during your educational journey. We invite you to attend our New Student Orientations where you will have the opportunity to meet the staff, as well as staff from other student support areas on campus. During our orientations you will get an overview of the CalWORKs program at Cerritos College and receive some school supplies to get you started for the new spring term.

I look forward to meeting with new students to the program as well as our continuing students which I have not met. Please know that my door is always open and I invite you to stop by and say hello. I would like to leave you with one helpful tip to make your time with us meaningful and productive:

“Balancing work, school and parenting responsibilities can be challenging. We encourage you to make an appointment to meet with your CalWORKs Counselor at least once each semester, however, of course if you find you need to come in more often we certainly support and welcome you to come in as needed. Your counselor can offer support, guidance and provide you with the resources available both on and off-campus.”

The CalWORKs staff and I wish you all the best this spring semester!

Sincerely,

Norma C. Rodriguez
Coordinator of CalWORKs Services

Well the holidays are over and the Spring semester is underway. We hope you had a restful vacation and are ready to take on the challenges of a new semester. As you all know, we are facing some serious economic problems now, and in the next few years. Education and training is still one of the best ways to survive during hard times. That is why it is very important for you to focus on your education and complete your program of study as soon as possible. And we are always here to help you achieve those goals. So remember, see a CalWORKs counselor every semester and be sure to talk to us before dropping classes or changing your schedule. And don’t forget to check the CalWORKs website for new and interesting information about the Cerritos College CalWORKs Program.
Pre-Employment Workshops Focus on Success in the Workplace

CalWORKs is beginning the spring semester with a series of pre-employment workshops (PEP), designed to enhance the employability and on-the-job success for CalWORKs students.

PEP workshop series will cover a wide range of employment related topics. The first workshop will explore the four basic types of communication skills: verbal, non-verbal, listening and writing. The writing portion will cover the basics of writing a resume and cover letter. The materials covered are helpful for students new to the workplace or re-entering, or students who are interested in obtaining job placement through CalWORKs work study. Included to attendees of the workshop is a free copy of the “Resume Book” developed by Janis Pizer, CalWORKs counselor and in collaboration with Christina The, Career Services Student Placement Specialist. Refer to the Calendar of Events on page 4 for the workshop series topics and dates. Call the CalWORKs office to reserve a seat at ext. 2368.

Student Workers Ready for Spring Semester

CalWORKs Work-study program will provide students enrolled in CalWORKs the opportunity to gain valuable work experience in a variety of office environments. Students will have the opportunity to work on campus or off site at various agency locations in the area.

If you are selected by your counselor and agree to participate in a work study job placement, you will first meet with a CalWORKs counselor to fill out the required paperwork. Next, attend PEP workshops and develop your resume and cover letter. Work study staff will arrange job interviews from those students who express an interest in the job position.

Employers conduct interviews and make their selection. After you are hired and you begin work, you are obligated to adhere to the pre-arranged and agreed upon department work schedule. Students are required to keep track of their time worked and submit a time card, monthly, to the CalWORKs office.

The work study job development team makes every effort to find a job placement that closely matches your experience level and or your employment expectations.

Please follow the appropriate work ethics as you would on any job both on and off campus sites.

Successful students make a good first impression!

Attention Continuing CalWORKs Students:
Make sure you turn in your Agency Certification form! The form must be turned in every semester in order to continue your eligibility in CalWORKs. Please make an appointment to see your counselor to complete this form.

Note: It is mandatory for all CalWORKs work-study students to attend the series of workshops held throughout the year. Your employers will give you release time for these workshops.

Qualities of a good student/worker

Show up on time

Listens

Dependable

Reliable

Good Appearance

Honest

Good Manners

Today’s working moms share a single common bond—balancing work and family. Giving each equally important part of your life the attention it deserves takes practice.

“Working mothers experience stress and guilt; but this should not get in the way of achieving your career goals.”

As all moms know, having a child requires a shift in many aspects of your life. This may require a change in your work routine. Look for jobs that offer a flexible work schedule, perhaps working from home or part-time work schedule. Some experienced moms learn that perfection in all aspects of their lives is just not possible. It is OK to admit that being great at all things is impossible. Once that pressure is off, balancing becomes a lot easier.

There is always a certain amount of guilt some moms feel when going back to work after having a baby, but you can still be involved in your kids lives while achieving your goals. Let your children know what you do. Explain your daily work or take them to see where you work.

Skype.com offers a video feature that allows moms to view their child from a remote location.

Working Moms Focus on Learning to Adjust

The Student Health and Wellness Center at Cerritos College provides a wide variety of services that are available for either reduced fee or free, depending on the type of service. Students/working/parents have dual roles; handle family responsibilities, attend college classes, complete homework and for some work in part-time jobs. The Student Health and Wellness Center has programs that can provide assistance with mental health counseling and family issues, pregnancy testing, nutrition, immunizations, STD care, sick or well checkups, pharmacy services and many more. Referrals to community agencies in the area, provide additional resources for services and assistance. In a time of crisis or obtaining information, they are the link to experts in the field of family counseling, child raising, anger management, medical questions, domestic violence, food, housing or employment. Walk-in patients or appointments are available. Stop by the Student Health and Wellness Center during the hours of Monday—Friday, 8 a.m. to 4 p.m. Tuesday extended hours 8 a.m. to 8 p.m. For more information call 562.860.2451, ext. 2321.

CalWORKs Reimburses Educational Materials

Educational Materials forms are now filled out by Sara Chavez. To Receive reimbursement for books and supplies, make an appointment with Sara Chavez at ext. 2356. Please bring with you, a current class schedule, bookstore receipt or retail purchase receipt, and class schedule. If books are not purchased please bring your current class schedule and bookstore print out of price per book. If books were purchased at retail store, you must write course name next to the book price on receipt. If items have not yet been purchased, note on form. Provide workers name, phone number and fax number. Student name, current phone number and email address. ***Please note, in order to complete and fax books/supplies request all items must be completed and brought to appointment. Any Questions? Contact Sara Chavez at ext. 2593.
### Spring 2009 CalWORKs Calendar of Events

**Call to Reserve Your Seat**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 30 &amp; Feb. 6</td>
<td>New Student Orientation</td>
<td>9:30 a.m.—12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Room (LH 102)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PEP WORKSHOP SERIES</strong></td>
<td></td>
</tr>
<tr>
<td>Feb. 20</td>
<td>PEP Effective Communication</td>
<td>2:00 p.m.—3:30 p.m.</td>
</tr>
<tr>
<td>Sat., Feb. 21</td>
<td>PEP Effective Communication</td>
<td>9:00 a.m.—10:30 a.m.</td>
</tr>
<tr>
<td>Mar. 13</td>
<td>PEP Work Environments</td>
<td>2:00 p.m.—3:30 p.m.</td>
</tr>
<tr>
<td>Sat., Mar. 14</td>
<td>PEP Work Environments</td>
<td>9:00 a.m.—10:30 a.m.</td>
</tr>
<tr>
<td>Apr. 17</td>
<td>PEP Job Retention</td>
<td>2:00 p.m.—3:30 p.m.</td>
</tr>
<tr>
<td>Sat., Apr. 18</td>
<td>PEP Job Retention</td>
<td>9:00 a.m.—10:30 p.m.</td>
</tr>
</tbody>
</table>

**March 26, 2009 Cerritos College Career Expo and Job Fair**

9:30 a.m.—1:30 p.m.  Falcon Square Sidewalk
Open to the Public and Free Parking

“New” website link for job seekers. Click on www.cerritos.edu/calworks and go to “job leads” to get full time job postings. This page is useful for all students, and the general public seeking employment.

---

**Coordination staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norma C. Rodriguez</td>
<td>CalWORKs Coordinator</td>
<td>2358</td>
<td><a href="mailto:nrodriguez@cerritos.edu">nrodriguez@cerritos.edu</a></td>
</tr>
<tr>
<td>Marina Rodriguez</td>
<td>Account Technician III</td>
<td>2369</td>
<td><a href="mailto:mrodriguez@cerritos.edu">mrodriguez@cerritos.edu</a></td>
</tr>
<tr>
<td>Regina Ybanez</td>
<td>Job Placement Technician II</td>
<td>2368</td>
<td><a href="mailto:rybanez@cerritos.edu">rybanez@cerritos.edu</a></td>
</tr>
<tr>
<td>Elaine Palmer</td>
<td>Job Developer, Newsletter Editor</td>
<td>2593</td>
<td><a href="mailto:empalmer@cerritos.edu">empalmer@cerritos.edu</a></td>
</tr>
<tr>
<td>Fabiola Perez</td>
<td>Program Assistant</td>
<td>2593</td>
<td><a href="mailto:fperez@cerritos.edu">fperez@cerritos.edu</a></td>
</tr>
<tr>
<td>Sara R. Chavez</td>
<td>Program Assistant</td>
<td>2593</td>
<td><a href="mailto:srchavez@cerritos.edu">srchavez@cerritos.edu</a></td>
</tr>
</tbody>
</table>

**CalWORKs Office Hours:**

Monday—Thursday 8 a.m.—7 p.m.
Friday 8 a.m.—4 p.m.

**Counseling staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Kim</td>
<td>Counselor</td>
<td>2591</td>
<td><a href="mailto:jkim@cerritos.edu">jkim@cerritos.edu</a></td>
</tr>
<tr>
<td>Janis Pizer</td>
<td>Counselor</td>
<td>2239</td>
<td><a href="mailto:jpizer@cerritos.edu">jpizer@cerritos.edu</a></td>
</tr>
</tbody>
</table>

---

Editor’s note: Our goal is to bring you timely items that will assist you in achieving your educational and career goals. Staff will keep you informed about what is new in CalWORKs rules and regulations. We look forward to meeting you and for you to have an opportunity to get to know our staff at Cerritos College.