

February 11, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-32

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: National Health and Wellness Conference

1. Purpose. To provide information on the National Health and Wellness Conference to be held April 15-17, 2009, at The Palms in Las Vegas, Nevada.

2. Background. The National Office of Job Corps is sponsoring a Health and Wellness Conference with the theme, "Building Bridges." Participants will have an opportunity to participate in relevant workshops, network with health and wellness professionals, Job Corps National Office staff, and develop new skills and strategies designed to enhance the quality of health care and employability potential for the Job Corps trainee.

Continuing education hours will be offered at this conference. The hours will vary based on the discipline/credentialing organization. All attendees will receive Professional Development Certificates for their portfolios. For more information regarding continuing education hours, as well as detailed conference information, please visit the conference web page on the Job Corps Community Web site at <https://access.jobcorps.org>; click on *Health and Wellness*, then *Conferences and Trainings*, then *National Health and Wellness Conference 2009*.

NOTE: In order to access the Job Corps Community Web site, users must have an active Citrix username and password.

3. Conference Participants. Participation in the conference is limited to three health and wellness staff members per center. Health and wellness managers (HWMs) are strongly encouraged to attend; additional attendees (e.g., center mental health consultant, Trainee Employee Assistance Program (TEAP) specialist, center physician, disability coordinator, oral health representative) should be selected based on staff training needs. A list of training topics is

included in the attachment to this Information Notice. Detailed workshop descriptions can be found on the conference web page. Center Directors and Regional Office representatives are also invited to attend.

4. Conference Objectives. Participants will be able to:
 - a. Demonstrate ways to improve teamwork within the health and wellness center, with other departments on center, and throughout the community.
 - b. Articulate key strategies to motivate students to make healthy choices.
 - c. Discuss prevention, intervention, and communication strategies related to physical, mental, and emotional health.
 - d. Describe a wide range of medical, mental health, disability, substance abuse, and oral health issues affecting Job Corps, including risk factors and trends, and provide creative strategies to address these issues.
 - e. Identify innovative center wellness programs, collaborative strategies, and tools that can improve student health.

5. Conference Logistics. The conference is 2.5 days long.

Dates/Times: Tuesday, April 14 (Pre-conference Activities)

- Early Registration (3:00 p.m.-6:00 p.m.)
- Orientation for health and wellness staff who have been with Job Corps less than 2 years (4:00 p.m.-6:00 p.m.)
- Disability-related question and answer session, open to all participants (6:00 p.m.-7:00 p.m.)

Wednesday, April 15

- General Session (8:00 a.m.-Noon)
- Afternoon Workshops (1:30 p.m.-5:00 p.m.)
- “Ask the Expert” Tables (5:00 p.m.-6:00 p.m.)

Thursday, April 16

- Morning Workshops (8:00 a.m.-11:30 a.m.)
- Afternoon Workshops (1:00 p.m.-4:30 p.m.)
- “Ask the Expert” Tables (4:30 p.m.-5:30 p.m.)

Friday, April 17

- General Session (8:00 a.m.-11:00 a.m.)
- Conference Adjourns (11:00 a.m.)

Location: The Palms
4321 West Flamingo Road
Las Vegas, Nevada 89103
(702) 942-7064 or (866) 942-7770

Room Rate: \$124.00 per night plus tax (9% occupancy tax, 7.75% sales tax) for a single or double sleeping room, plus a telephone access fee of \$1.00 per room per day

(Room and tax rates are subject to change if the federal per diem or Nevada state tax increases)

Airport: Las Vegas McCarran International Airport

6. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

To obtain the reduced room rate, identify yourself to the hotel reservationist as a participant in the ***Job Corps Health and Wellness Conference***. Reservations must be made by **March 9, 2009**. Reservations made after 5:00 p.m. Eastern Standard Time on that date are subject to availability, as is the reduced rate. Note that a fee will be charged for early departures. At check-in, be sure to review the scheduled departure date to ensure accuracy.

All reservations require a one night's deposit, plus tax, by credit card for each room reserved. Credit card deposits will be charged at the time the reservation is made. Cancellations received within 72 hours prior to arrival will be charged one night's room and tax. Humanitas, Inc. is not responsible for any charges incurred by attendees.

7. Conference Registration. Participants must register online on the Job Corps Community Web site at <https://access.jobcorps.org>; click on *Health and Wellness*, then *Conferences and Trainings*, then *National Health and Wellness Conference 2009* for registration instructions. NOTE: In order to access the Job Corps Community Web site, users must have an active Citrix username and password. The online registration form must be completed **no later than March 9, 2009**. Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-serve basis and is limited to 375 participants.**

8. Registration Fee. A registration fee of \$100 per person must be paid in advance. The fee must be paid by check or money order made payable to Humanitas, Inc. **Do not mail cash or purchase order.**

Please mail check or money order to:

Humanitas, Inc.
1100 Wayne Avenue, Suite 650
Silver Spring, MD 20910
Attention: Christine Phoebus

Please make sure to include the name of the Job Corps center and the full name of the participant (or participants) on the check or money order.

9. Action. Addressees are to ensure that this Information Notice is distributed to all staff who will be attending the conference in time to meet the registration deadlines.
10. Expiration Date. April 17, 2009.
11. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov.

Attachment

List of Training Topics