

SW Corridor Grant Program: Frequently Asked Questions

Application

1. How many programs can I select from the training list?

Please select one program. There will be opportunities to shadow current employees in these positions. Please indicate your interest in shadowing when completing your online application. Additionally, the CWE Center can help you arrange an informational interview. Email cwecenter@ohsu.edu for more information.

2. Is there a paper version of the application?

No, the application process is online only. If you would like help with your application, please email swcorridor@ohsu.edu.

If you are an **employee**:

- Complete an online application for the [SW Corridor Scholarship Application for Employees](#)
- Ask your manager to complete on [online recommendation form for employees](#) by October 1, 2018.

If you are a **volunteer**:

- Complete an online application: [SW Corridor Scholarship Application for Volunteers](#)
- Ask your manager to complete on [online recommendation form for volunteers](#) by October 1, 2018.

3. When I apply online, do I need to include my supervisor's letter of recommendation with my application?

You will fill out only your part of the online application. Your supervisor will complete their recommendation letter by clicking the above links. You must ask your supervisor to complete this recommendation by Oct. 1. If you are currently not in good standing, your supervisor will not be able to provide a recommendation.

4. I changed departments and I have only had this new supervisor for a few months. My previous supervisor left the organization. Is this going to harm my chances to be selected?

You should be fine. Just ask for a recommendation letter from your current supervisor.

5. How do I make my application more competitive?

Please make sure your application is complete. Use all of the 300 words allowed in your essay. Write about how you are a good candidate for this diversity grant. How would OHSU benefit from your diverse life experience by offering this grant to you?

6. How do I prepare for the interviews?

Carefully review the class specifications of the position you are applying for. Be prepared to speak about the required skills for the position as well as your personal interest in this career change. Additionally, think of an example of how you have used conflict resolution skills in the workplace.

Eligibility criteria

1. I have worked or volunteered at OHSU for 3 months. Can I apply?

No. To be eligible an employee must have successfully completed their probationary period by Oct. 1. Volunteers must have begun their service at least six months ago.

2. Will these grants be available in the future?

At this point, we have funding only for these 20 scholarships.

3. What does “in good standing” mean?

For purposes of the SW Corridor Grant, an employee or volunteer is considered in “good standing” if they have not received a written warning in the last two years.

4. Do I have to represent one or more of these diversity categories to be eligible (a person of color, an immigrant or a refugee; a person with a disability; a Veteran or Military Service member; a LGBTQ community member; or person who has experienced economic hardship)?

Yes, you have to represent one of these diversity categories to be eligible, in addition to other eligibility requirements.

5. Why does my home address have to be in one of six zip codes (97034, 97035, 97219, 97223, 97224, or 97239)?

OHSU and AFSCME partnered with other local health care institutions, IRCO and Worksystems Inc. to receive a SW Corridor Equitable Development Grant made possible with support from Metro and the Federal Transit Administration. The SW Corridor grant is part of a plan to create safe transportation options for every resident and commuter. With this vision in mind, the Southwest Corridor Equitable Development Strategy strives to ensure that individuals and families continue to live, work and thrive in the Southwest Corridor as we invest in such a major transportation project like light rail. This grant aims to prevent current residents from being displaced by the upcoming transportation changes by helping diverse employees and volunteers in these neighborhoods into high-demand healthcare jobs.

6. How is “economic hardship” defined?

We have a relatively loose definition for economic hardship. A person might be a first-generation high school graduate in their family from rural Oregon or from an inner-city family. They may have experienced financial trauma due to chronic illness, divorce or death in the family. Maybe they are a single parent. The aim of this grant is to help those in our organization who have experienced substantial barriers to education and advancement.

7. If I don’t fit these criteria, is there any other aid option available for training in health care jobs for AFSCME members?

The [Professional Development Reimbursement Program](#) is available for all AFSCME-represented employees working 18.5 or more hours per 80-hour pay period. Employees are eligible for reimbursement of up to \$300 per quarter for qualified professional development expenses.

The [Education Assistance Benefit](#) program supports employee development by providing partial or full reimbursement of tuition costs paid for courses meeting requirements of undergraduate or graduate degree programs.

Through the [AFSCME Free College Benefit](#), a partnership between AFSCME and Eastern Gateway Community College, AFSCME-represented employees and their family members can earn an associate degree in a number of areas online for free. Eastern Gateway is an accredited community college.

Selection

1. When will I find out if I was selected?

We will inform the candidates by late October 2018 via email.

2. Who are making the selection decisions?

The Selection Committee includes hiring managers from departments with the type of jobs grantees will be trained in, as well as members from the OHSU-AFSCME Community Employment Committee.

3. What is involved in the selection process?

The Selection Committee will review the online applications by Oct. 19. The highest scoring candidates will be interviewed between Oct. 29 and Nov. 9. The committee will verify that candidates are in good standing after the interviews. The acceptance emails will be sent to finalists by mid-November. Then the Selection Committee decides in partnership with OHSU-AFSCME Community Employment Committee and Worksystems how many seats will be made available for each training program. Based on the specific selection criteria for each program, the Selection Committee will proceed accordingly.

Job Prospects

1. If I get selected, complete my training and pass my exam, will I automatically receive a new job?

No. You need to fulfill all of the minimum qualifications of and apply for a job like other candidates. However, the hiring managers of the positions grantees will be trained in will be participating in the selection of grantees, which will improve your chance to be selected for a job later. As a current employee, you will also be considered a priority candidate per the OHSU-AFSCME collective bargaining agreement.

2. What are the minimum qualifications, job duties and pay for these positions that are a part of this training program?

Find the minimum qualifications and job duties listed under the classification specification links. Pay range for FY 2019 is listed after each position.

- [Patient Access Services Specialist](#) (\$18.28 - \$24.74)
- [Phlebotomist](#) (\$17.25 - \$23.32)
- [Sterile Processing Technician 2](#) (\$18.28 - \$24.74)

Classes

1. Where are these training programs offered?

These courses will be offered at Portland Community College. To learn more about the different programs, click on the following links:

- [Patient Access Services Specialist](#) (Spring-Summer Term 2019)
- [Phlebotomy Technician](#) (Spring-Summer Term 2019)
- [Sterile Processing Technician](#) (Winter-Spring Term 2019)

2. Do we know what the school schedule will be for each course?

The courses will start in January or April 2019.

3. **If I am accepted into this program, do I need to quit my current job or volunteering assignments?**
No. OHSU requires you to stay employed at OHSU while you are completing this training program. OHSU is currently negotiating the timing of the classes that will be most flexible with for OHSU employees. Volunteers are encouraged to continue their service through the duration of their training program.
4. **Are all the classes offered in person?**
The Portland Community College classes are a combination of online and in-person learning.

Career Coach

1. **What is the role of the SW Corridor Career Coach?**
Your career coach will serve as the initial point of contact and support you in completing the program successfully. They will provide long term guidance and coaching with your career plan.

A career coach will:

Before Training

- Assist applicants in filling out application forms and creating a resume.
- Guide and critique applicants in writing essays for a more competitive application.
- Support and assist OHSU in the recruitment process.

During Training

- Help applicants reduce and/or eliminate barriers.
- Consult and monitor applicants' progress.
- Liaise between applicants, OHSU and the training provider.
- Use WorkSource resources to help participants successfully complete their training.

After Training

- Engage participants in career exploration to identify strengths, gifts, and capacities.
- Help develop goals and strategies for addressing barriers to reaching employment goal.
- Identify and implement online solutions for employees to do career development exploration and planning.
- Utilize WorkSource Portland Metro resources and other community resources to accomplish goals of the career plan.
- Provide life skills and soft skills development and career coaching to help participants build employability and life skills.
- Engage participants in job readiness activities that will address cultural and linguistic barriers to employment.
- Provide ongoing job search and placement support.
- Provide retention and advancement support once participant has entered new job.
- Maintain regular contact with participants.