



Mercy Housing

Information from the Intercommunity Mercy Housing Power Point Presentation on 9/10/08

We are looking for:

- **Educators and Trainers**

Who can teach various topics in the following areas:

- Life Skill
- Career Development or Job Readiness
- Health and Wellness Skill-Building
- Financial Literacy

What we need from you: *Portfolio Information – mock up at the bottom of this document*

- Excitement and Expertise in your Topic Area
- Photo and Contact Information
- Synopsis of the class or training topic
- What program result will be reached by residents and how you will measure
- The cost of the class or series
- Your availability as the Educator / Trainer

We are an **Outcomes-driven program** – so participation, duration and program results are tracked! What that means to you is that we need a sign-in sheet with specific information as well as some way to measure the outcome that you reached at the conclusion of your class or training session.

- **You will need a sign-in sheet after each class – that goes to the Resident Services Staff that coordinated the class. The sign-in sheet should include:**

It should look something like this

Participant Sign-in Sheet	
Trainer's Name: _____	Date: _____
Class/Training Title: _____	
<i>Trainer to complete</i> - Program Result by: <input type="checkbox"/> Pre/Post Test <input type="checkbox"/> Skill Demonstration <input type="checkbox"/> Observation	
Time class/training began: _____	Time class/training ended: _____
Participant Name (please print)	Unit Number or CR (Community Resident)
_____	_____
_____	_____
_____	_____ (etc)

Samples of Life Skill topics are: *(not limited to these ... just samples)*

Life Skills (Outcomes reached through pre/post and skills demonstration)	
Service Categories	Sample Topics
Relational Skills	<ul style="list-style-type: none"> • Anger Management • Conflict Resolution • Safe Relationships • Domestic Violence Prevention • Communication Skills
English as a Second Language	<ul style="list-style-type: none"> • Conversational ESL • Civic ESL • Talk Time – informal English practice • ESL – various literacy curriculum levels
Parenting	<ul style="list-style-type: none"> • Finding Quality Childcare • Child Abuse Prevention Seminar • Refugee Resettlement Parenting Class • Moms, Babies and Toddlers Group • Tree of Life • Child-proofing your home • Communication
Household Management <ul style="list-style-type: none"> • Intended to address the physical management of the household. • Prevention-oriented 	<ul style="list-style-type: none"> • Lease Education (Good Renter Program; Welcome to Your New Home) • Cleanliness (prevention – not a response to a legal notice which is Housing Stability) • Which cleaning materials are right to use • What chemicals you can mix and what you cannot mix together. • Dealing with or preventing clutter • Weatherizing • Energy Conservation • Organizing your house • Living Eco-friendly/Green • Hazardous Materials
Stress Management <ul style="list-style-type: none"> • Intended to address building personal skills. 	<ul style="list-style-type: none"> • Time Management • Building a Routine • Keep the family schedule straight • Relaxation techniques • Organizing your life • Yoga and Meditation • What is it and how does it affect you?

Samples of Career Development and Job Readiness topics are *(but not limited to):*

- » Interview Preparations
- » Dress for Success
- » Resume Writing
- » Talking to a supervisor
- » Presenting yourself to Human Resources
- » Career – What’s Right for You?

Samples of Health and Wellness Skill-building topics are *(but not limited to):*

- » Exercise
- » Medical topics – Cardio Health; Diabetes; Asthma; Allergies, etc.
- » Pre-natal
- » Nutrition

- » Healthy Cooking
- » Reading Labels

Samples of Financial Education topics are (but not limited to):

- » Budgeting
- » Opening Savings Accounts
- » Maintaining a check registry
- » Understanding Financial Documents – commonly used terms
- » Debt Management
- » Credit Management
- » Understanding your FICO score
- » Home Ownership
- » Identity Theft
- » Protecting yourself against Fraud
- » Food shopping on a budget
- » Finding and Organizing Coupons – why are they important and the money you can save
- » When is it a good time to buy extended warranties?

Again, please remember that these topics are examples only and if you are passionate about something but are not sure if it would fit in ... call me and let me see what we can do!!!! If you don't see it on here ... it may still work for us!!!

It is also important to remember that even if we have one educator teaching a topic ... everyone teaches differently and often covers different areas. We are fine if we have more than one trainer/educator teaching the same topics!!!

See below for Portfolio Sample

Portfolio Information – Sample

(Note: this is completely tongue and cheek and none of it, beyond my contact information is true!!!)



Remember that the picture is for security reasons and to assist the staff in knowing you by sight!

Contact Information:

Katie Parker

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Synopsis of Class available to participants of IMH:

- I will have three different classes available for IMH Properties in 2009.
- These classes are completely separate from each other and you can order one or all in whichever sequence is most helpful.
 - **Stress and Anxiety got you down?** - recognizing the signs and symptoms of stress and anxiety. Looking at the physical toll it can take on the body and 10 easy techniques that people can use to reduce the physical effects of stress.
 - **Why do I need to do a check registry?** - This class will help minimize NSF charges and help individuals better understand what money they have available in their checking accounts. It is better than living in a state of constant worry and can be done quickly by using 3 basic activities.
 - **Clean Sweep ... Reality Style** – Just like the television show, this class will help participants identify clutter issues and help them find ways to better organize their house.

What Program Result will be reached by participants:

- **Stress and Anxiety got you down?** – Identifying 10 easy steps for stress reduction.
- **Why do I need to do a check registry?** – Why a check registry is a useful tool and how to use it without feeling overwhelmed.
- **Clean Sweep ... Reality Style** - Identification of clutter issues, techniques that can be implemented and goal-setting to complete the tasks.

Measurement Means:

- **Stress and Anxiety got you down?** – Skill Demonstration of 10 Steps
- **Why do I need to do a check registry?** – Pre and Post of completing and actual registry
- **Clean Sweep ... Reality Style** - Skill Demonstration and Staff Observation

Cost of Classes:

- The costs of each of these classes are \$75 – with a discount of 20% if 8 or more classes are booked.
- Each of these classes is 1.5 hours long – including time for questions and answers.

Availability of class offerings:

- Classes are available in English and Spanish only
- I can teach up to three classes a month – so scheduling earlier is important. I would suggest scheduling up to two months early would be best.

Trainers Credentials:

Katie has numerous credentials and experience that make her a professional in all of the areas listed above. She received her MSW in 1975 and went on to receive her Ph.D. in Psychology in 1982. She worked at Harborview for 6 years in the behavioral health area. Later she decided to make a career change and went back to school and received dual degrees MBA and Accounting. She embarked on a financial career, working with a large banking institution for 8 years. A final career change was made for Katie when she decided to spend a bit more time with her family of nine. She became self-employed and offers motivational and educational speaking opportunities around Washington State. She has been working with Intercommunity Mercy Housing for four years and says that this is the BEST EXPERIENCE SHE HAS EVER HAD!!!!

This page will be placed as the cover page and then we will put subsequent pre-printed information about your classes and company underneath this page. I hope that this information is helpful to you!!