

*University of Pittsburgh,  
School of Social Work*

*The Pennsylvania Child Welfare  
Resource Center*



*403 E. Winding Hill Road,  
Mechanicsburg, PA 17055*

*Phone: 717-795-9048  
Fax: 717-795-8013*

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# Pittston Training Room

# Trainer Guide

The Shoppes at Pittston Crossing  
400 Route 315  
Pittston, PA 18433

*Updated February 2017*

Dear Trainer,

One of the core values of The Pennsylvania Child Welfare Resource Center is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Resource Center would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

- Area and Facility Information
- Training Room Information
- Closing the Training Day and Emergency Information

The Resource Center appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

The Pennsylvania Child Welfare Resource Center

# TABLE OF CONTENTS

<b>Section 1: Area and Facility Information.....</b>	<b>4</b>
Resource Center Contact	
Directions to the Facility	
Local Hotel Information	
Lunchtime Dining Choices	
Accessing the Building	
Emergency Information	
<b>Section 2: Training Room Information.....</b>	<b>6</b>
Training Room Location	
Restroom Location	
Accommodations for Nursing Mothers	
Smoking Information	
Training Room Layout	
Training Equipment Availability and Location	
Internet Access	
Training Supplies Availability and Location	
Office Equipment Availability and Location	
<b>Section 3: Closing the Training .....</b>	<b>8</b>
Checking the Room	
Returning the Building Keys	
Trash Disposal/Cleaning Services Available	
Water Services Available	
Extra Handout Disposal	

## RESOURCE CENTER CONTACT



Your contact person for the Pittston Training Room is Maricar Williams, Northeast Region Resource Specialist. You can reach her at 717-795-9048.

If an emergency arises before or after office hours (8:00-4:00), such as needing to cancel a training within 24 hours, please call 1-877-297-7488. This is a toll free number that has been set up for use by the trainers and will be answered by the on-call Resource Specialist.

## FACILITY AND AREA INFORMATION

### Directions to the Facility:



<https://www.google.com/maps/dir/'/400+Route+315,+Pittston,+PA/@41.3138526,-75.763868,16z/data=!3m1!4b1!4m8!4m7!1m0!1m5!1m1!1s0x89c51fa9c206d46d:0x98506a1673a49381!2m2!1d-75.7594906!2d41.3138446>

### Lunchtime Dining Choices:

All fast food restaurants are located on Route 315. There is also a Walmart located at the other end of the parking lot.

- Subway
- Burger King
- Arby's
- McDonalds
- Uncle Joe's Pizza and Subs

### Local Hotel Information:

#### **Comfort Inn**

400 Route 315 Hwy, Pittston, PA 18640  
1-855-201-7819

#### **Knights Inn**

310 Route 315 Hwy, Pittston, PA, 18640  
1-570-654-6020



\* This is a representation of possible hotels in the area not an endorsement by The University of Pittsburgh or the Child Welfare Resource Center.

### **Accessing the Building:**

**Entry into the building:** Individuals utilizing the training room will receive a key to access the building. The keys will be sent by mail three weeks prior to the training day with your training materials. The key will unlock the front door.

*\*If for some reason you are unable to access the training room contact your Resource Specialist.*

**Parking:** Parking at this facility is free. The parking lot is located right outside of the front door of the training facility.

### **Special Accommodations:**

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Resource Specialist's attention:

- Parking is available at the front of the building, as well as on the side of the building.
- The restrooms are handicapped accessible
- Each training room is equipped with one adjustable table. The adjustable table will have a lever underneath, which will allow the trainer to adjust the height of the table.

If you require additional assistance, you are asked to contact your Resource Specialist.

### **Emergency Information:**

#### **Hospitals:**



#### **Greater Pittston Medical Center**

1099 S. Township Blvd, Pittston  
(570) 655-1495

#### **Community Medical Center**

1800 Mulberry St, Scranton  
(570) 969-8000

#### **Fire-Police Medical:**

**911**

#### **Pittston Police Dept**

35 Broad Street, Pittston  
(570) 654-2425

# TRAINING ROOM INFORMATION

## Training Room Location:

Enter through the main entrance, there is a University of Pittsburgh Seal on the door.

## Restroom Location:

The restrooms are located through the interior training room door, across the hall from the conference room.

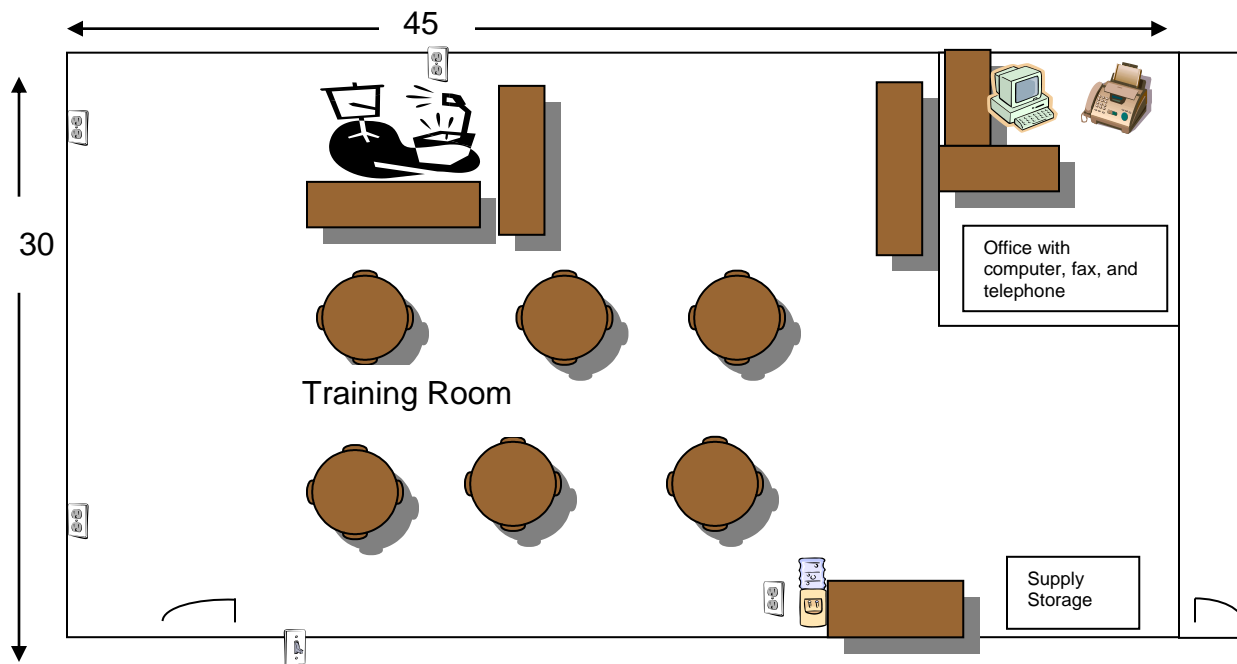
## Accommodations for Nursing Mothers:

Those needing a private room for pumping purposes can use the conference room. There is a “do not disturb” sign to hang on the door handle.

## Smoking Information:

Smoking is not permitted in the building. The smoking area is located outside of the front exit.

## Training Room Layout:



### **Vending Availability and Location:**

There are no vending machines available at this location. There is, however, a coffee pot in the room for your convenience. You would need to provide the supplies such as coffee, sugar, and creamer if interested in taking advantage of this amenity.

### **Training Equipment Availability and Location:**

You will find a TV, VCR, DVD, LCD projector, radio with CD player, and 2 easels with pads at the front of the training room for your use.

### **Accessing the Internet:**

The PACWRC offers free WiFi. To access it:

1. In your list of available wireless connections, **locate and click** on “**PACWRCWiFi1**”.
2. **\*\*If prompted for an 8-digit PIN, click on the blue hyperlink below the PIN-entry area that reads “Connect using a security key instead”.\*\***
3. In the “Security key:” area, **enter** the passphrase “**pacwrc#1**” – **all lowercase**.
4. Once connected, **open your browser**. Our Terms and Conditions page opens.
5. Please **read the Terms and Conditions** and **click** the “**Enter**” **button** to accept and connect to the Web.

**If using an android/IOS-powered device**, after entering the passphrase and attempting to connect, you might need to click on the “PACWRCWiFi1” wireless connection to authenticate and access the Terms and Conditions page.

### **Training Supplies Availability and Location:**

You will find any additional training supplies opposite of the conference room area on shelving units, such as markers, tape, resources, and flip chart pads. Please inform the Resource Specialist of any supplies that need to be replenished.

### **Office Equipment Availability and Location:**

There is a computer with internet available, printer, and a phone for conference call use located in the Conference Room. The phone number for the office is 570-299-7253.

## **CLOSING THE TRAINING**

### **Checking the Room:**

Please ensure the following is completed before leaving the room:

- Computers are left on in order to run updates and virus scans.
- Turn off LCD projector.
- Tables are clear of paper and trash.
- Equipment is put away in the proper place for use by the next trainer.
- Supplies are returned to proper place.
- Training materials are taken off the walls.
- Lights are turned off.
- Thermostat is turned down.
- Training room door is locked.

### **Returning the Building Keys:**

You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, keys to facilities, curriculum supplies and signed trainer invoice should be returned immediately after the training in order for us to get the training supplies to other trainers. If the materials are not received, you will receive an email stating what is missing. Payment for your workshop will be promptly processed when these materials have been received. Failure to return the missing materials could affect future training opportunities and/or result in the termination of your Professional Services Agreement with the University.



### **Trash Disposal/Cleaning Services Available:**

The trash can be placed in the trash cans found in the training room. The building custodians will clean the room and empty the trash each evening. If you are holding a two-day training, please leave a note on the door if you choose to not have the room cleaned prior to the second day.

### **Water Services Available:**

Water is located in the hallway. If additional water is needed please contact your Resource Specialist and more can be ordered.

### **Extra Handout Disposal:**

Please **DO NOT** leave extra handouts on the tables of the training room. There is a recycling container located in the training room.