## COURSE: CAREERS IN SERVICES

#### OVERVIEW OF COURSE

#### Goal

This course provides extensive exploration of the human services field. Entry-level skills will be developed.

#### Description

Careers in Transactories is general warant and help people. It is an ideal elective for students not enrolled in a home economics sequence.

In this course, the student will explore the variety of career opportunities in the number of services field and gain effectively in it. The general will be student will be s

This course provides learning experiences in correction, observation, recording, and qualified practitioners. These experiences have orientation, observation, recording, and participation as their material provides the participation as their material participation.

#### Skills.

## The ability to:

- 1. Understand or challenged to contain a rate of human grant and a residence of human grant a
- Demonstrate understanding of and sensitivity to cultural differences among individuals and families.

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- 3. Explore a variety of community based by
- 4. Demonstrate effective communication skills, de the making strategies, and problem solving techniques with a strategies with the elderly, the families of climats, and strategies.

### The know reage of rocar, state, and reactar resort 5. needs of individuais' and tamilies." Apply known of legal requirements and profession and profession and Lagrandual activities than desistant gargious are goals and 6. 7. services of human se 8. Practice positions. Analyze personal skills, interests, and call the goals 9. the human service field. Use career within the said job seeking 10. field.

### COURSE: CARFEDS IN THIN AN SERVICES

# CONTENT OUTLINE

# I. The Field Man Services

- A. Role in Management
- B. Historical Dackground
- C. Organizational Structure
  - 1. Legislation
  - 2. Guille lines
  - 3. Pagadyras www.
  - 4. Advocacy
  - 5. Funding
  - 6. Public relations.
  - 7. Staffing (meruang vorunteers)
  - 8. Advisory boards
- D. Professiona = 1
  - The state of the s
  - 2. Connidentratity
  - 3. Standards
  - 4. In agencies
- E. No. 10 Synrks
  - 1. Vertical
    - a. local
    - h.
  - national
  - 2. Hohzbittar -- Ilinkalge with ofther agencies

#### II. Human Relations

- A. Understanding Seit
- B. Basic Human Needs
- C. Values and Goals
- D. Acceptance of Different W
- E. Problem n-solving and Decision-making Skills

# III. Communicat

- A. Verbal
- B. Nonverbal
- C. Listening

# COURSE: CAREERS IN HUMAN SEKVICES

#### CONTENT OUTLINE, continued

- IV. Observation Skills
  - A. Observing
  - C. Inter
- V. Agencies and Services
  - A. Agencies Serving Specific Problems
    Needs, and Groups
    - 1. I alth
    - Children
    - 3. Elderly
    - 4. Persons
    - Families
  - B. Accessing Agencies
    - Needs analysis for the second s
    - 3. Securing serving
  - C. Interrelationship of Services in the minimum.
- VI. Careers in Human Sergi
  - A. Variety and Levels of Jobs
  - B. Advantage
  - C. Prepartition for Human Services Careers
  - D. Volunteer Activities -- Role of Ville
  - E. Exploration of the Human Sarair Mices From as a Possicio Walter