

COURSE: CAREERS IN HUMAN SERVICES

OVERVIEW OF COURSE

Goal

This course provides extensive exploration of the human services field which will give each student a knowledge base for determining interest in pursuing a career in the field. Entry-level skills will be developed for employment in the human services field.

Description

Careers in Human Services is geared toward students who think they want to work with 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 human services field and gain an understanding of the skills and knowledge necessary to work effectively in it. The general role of human services agencies will be explored. The student will study the needs of individuals and families, and how human services agencies help them fulfill those needs.

This course provides learning experiences in community agencies under the supervision of qualified practitioners. These experiences have orientation, observation, recording, and participation as their major requirements.

Skills, Knowledge, and Behaviors to be Developed

The ability to:

1. Understand the major stages of human development-- physical, social, emotional, and psychological -- and the problems that are part of the phases of human growth.
2. Demonstrate understanding of and sensitivity to individual, ethnic, and cultural differences among individuals and families.
3. Explore a variety of community-based human service agencies.
4. Demonstrate effective communication skills, decision-making strategies, and problem solving techniques with children, the elderly, the families of clients, and staff colleagues.

COURSE: CAREERS IN HUMAN SERVICES

5. Use knowledge of local, state, and federal resources to meet the special needs of individuals and families.
6. Apply knowledge of legal requirements, community resources, agency policies, and professional ethics necessary for the human services field.
7. Plan, present, and evaluate activities that assist in carrying out the goals and services of human service agencies.
8. Practice appropriate on-the-job work habits required for human service positions.
9. Analyze personal skills, interests, and career goals in relation to careers in the human service field.
10. Use career planning and job seeking skills.
11. Demonstrate entry-level skills necessary for working in the human services field.

COURSE: CAREERS IN HUMAN SERVICES

CONTENT OUTLINE

- I. The Field of Human Services
 - A. Role in Society
 - B. Historical Background
 - C. Organizational Structure
 - 1. Legislation
 - 2. Guidelines
 - 3. Procedures
 - 4. Advocacy
 - 5. Funding
 - 6. Public relations
 - 7. Staffing (including volunteers)
 - 8. Advisory boards
 - D. Professionalism
 - 1. Ethics
 - 2. Confidentiality
 - 3. Standards
 - 4. Interaction with agencies
 - E. Networks
 - 1. Vertical
 - a. local
 - b. state
 - c. national
 - 2. Horizontal -- linkage with other agencies
- II. Human Relations
 - A. Understanding Self
 - B. Basic Human Needs
 - C. Values and Goals
 - D. Acceptance of Differences
 - E. Problem-solving and Decision-making Skills
- III. Communication Skills
 - A. Verbal
 - B. Nonverbal
 - C. Listening

COURSE: CAREERS IN HUMAN SERVICES

CONTENT OUTLINE, continued

IV. Observation Skills

- A. Observing
- B. Recording
- C. Interviewing

V. Agencies and Services

- A. Agencies Serving Specific Problems, Needs, and Groups
 - 1. Health
 - 2. Children
 - 3. Elderly
 - 4. Persons With Disabilities
 - 5. Families
- B. Accessing Agencies
 - 1. Needs analysis for client
 - 2. Determining possible services
 - 3. Securing services
- C. Interrelationship of Services in the Community

VI. Careers in Human Services

- A. Variety and Levels of Jobs
- B. Advantages and Disadvantages of Human Services Careers
- C. Preparation for Human Services Careers
- D. Volunteer Activities -- Role of Volunteer
- E. Exploration of the Human Services Field as a Possible Career