

## COURSE: CAREERS IN HUMAN SERVICES

### OVERVIEW OF COURSE

#### Goal

This course provides extensive exploration of the human services field. It provides the 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 experience working effectively in it. The general goal of the course is to help the student will help them fulfill those needs.

This course provides learning experiences in cooperation with qualified practitioners. These experiences have orientation, observation, recording, and participation as their major requirements.

#### Skills

The ability to:

1. Understand the physical, emotional, and psychological needs of individuals and families throughout the phases of human growth and development.
2. Demonstrate understanding of and sensitivity to cultural differences among individuals and families.
3. Explore a variety of community-based human services.
4. Demonstrate effective communication skills, decision-making strategies, and problem solving techniques with clients, the elderly, the families of clients, and staff/colleagues.

5. Use knowledge of local, state, and federal resources to identify and address the needs of individuals and families.
6. Apply knowledge of legal requirements and professional standards to the practice of human services.
7. Plan, present, and evaluate activities that assist in carrying out the goals and services of human service agencies.
8. Practice professional ethics and standards in various 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. Apply professional communication skills in the human service 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. Professional Ethics
    - 1. Confidentiality
    - 2. Confidentiality
    - 3. Standards
    - 4. Inter-agency linkages
  - E. Networks
    - 1. Vertical
      - a. local
      - b. regional
      - 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
  - A. Verbal
  - B. Nonverbal
  - C. Listening

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CONTENT OUTLINE, continued

IV. Observation Skills

- A. Observing
- B. Recording
- C. Interpreting

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 clients
  - 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