

Pathway: Human Services, Health Sciences Entry Level Position: Activities Leader/Coordinator

Task	Technical Skills	Work Place Skills	Degree Aligned
<p>Activities Leaders/Directors plan, organize and coordinate social and recreational activities in residential settings and foster and maintain contact with families and advocates of residents. Take an active role in the interdisciplinary team, complete an assessment of residents' initial and ongoing status and needs.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Coordination — Adjusting actions in relation to others' actions. •Service Orientation — Actively looking for ways to help people. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Speaking — Talking to others to convey information effectively. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Instructing — Teaching others how to do something. •Time Management — Managing one's own time and the time of others. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. 	<ul style="list-style-type: none"> •Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety. •Manage the daily operations of recreational facilities. •Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary. •Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies. •Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation. •Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties. •Confer with management to discuss and resolve participant complaints. •Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment. •Complete and maintain time and attendance forms and inventory lists. •Evaluate recreation areas, facilities, and services to determine if they are producing desired results. 	<ul style="list-style-type: none"> •Human Services AAS •Health Sciences AS

Pathway: Human Services Entry Level Position: Care Coordinator

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Care Coordinators assist patients in obtaining services, understanding policies and making health care decisions. They coordinate the assessment, treatment and planning processes for those receiving services. Work with those receiving services in areas of engagement, connecting, linkage, support, advocacy and training services as needed to ensure a comprehensive plan of care. Ensure that everyone involved in clients care is working together and sharing information that is important in supporting client's health and recovery.</p>	<ul style="list-style-type: none"> • Active Listening /Empathy— Giving full attention to what other people are saying, taking time to understand the points being made, asking open-ended questions as appropriate, and not interrupting at inappropriate times. • Service Orientation — Actively looking for ways to service people. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do, being aware of biases, own and others. • Speaking — Talking to others to convey information effectively. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Coordination — Adjusting actions in relation to others' actions. • Persuasion — Persuading others to change their minds or behavior. • Reading Comprehension — Understanding written sentences and paragraphs in work related documents. • Time Management — Managing one's own time and the time of others. • Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. 	<ul style="list-style-type: none"> • Coordinate communication between patients, family members, medical staff, administrative staff, or regulatory agencies. • Assess patients or their representatives to identify problems relating to medical or social care. • Maintain knowledge of community services and resources available to patients. • Refer patients to appropriate health care services or resource advocates. • Investigate and direct patient inquiries or complaints to appropriate medical staff members and follow up to ensure satisfactory resolution. • Explain policies, procedures, or services to patients using medical or administrative knowledge in a language the client can understand. • Provide consultation or training to volunteers or staff on topics such patients' rights, medical issues and confidentiality. • Collect and report data to appropriate entities on topics such as patient encounters and inter-institutional problems, making recommendations for change when appropriate. • Read current literature, talk with colleagues, continue education, or participate in professional organizations or conferences to keep abreast of developments in the field. • Identify and share research, recommendations, or other information regarding legal liabilities, risk management, or quality of care. • Ability to document appropriately and in a timely manner. 	<ul style="list-style-type: none"> • Human Services AAS

		<ul style="list-style-type: none">•Prepare and maintain client records including releases, care plans, assessments, medication lists, Medicaid reports, and electronic health records.	
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Pathway: Human Services, Chemical Dependency Entry Level Position: Resident Counselor

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Resident Counselors provide ongoing support, guidance and training for residents to promote skills necessary for independent community living.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Speaking — Talking to others to convey information effectively. •Time Management — Managing one's own time and the time of others. •Coordination — Adjusting actions in relation to others actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. 	<ul style="list-style-type: none"> •Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively. •Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints. •Recruit, interview, and hire or sign up volunteers and staff. •Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated. •Establish and oversee administrative procedures to meet objectives set by boards of directors or senior management. •Direct activities of professional and technical staff members and volunteers. •Plan and administer budgets for programs, equipment and support services. •Participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits. •Prepare and maintain records and reports, such as budgets, personnel records, or training manuals. •Research and analyze member or community needs to determine program directions and goals. •Work with residents to develop skills for independent living. 	<ul style="list-style-type: none"> •Human Services AAS •Chemical Dependency Counseling AAS

Pathway: Human Services, Health Sciences, Chemical Dependency Entry Level Position: Staff Development

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Staff Development Assistants assist in development, presentation and documentation of educational/professional development programs within the organization.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Coordination — Adjusting actions in relation to others' actions. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Time Management — Managing one's own time and the time of others. 	<ul style="list-style-type: none"> •Develop and present health education and promotion programs, such as training workshops, conferences, and school or community presentations. •Develop and maintain cooperative working relationships with agencies and organizations interested in public health care. •Prepare and distribute health education materials, such as reports, bulletins, and visual aids, to address smoking, vaccines, and other public health concerns. •Supervise professional and technical staff in implementing health programs, objectives, and goals. •Document activities and record information, such as the numbers of applications completed, presentations conducted, and persons assisted. •Collaborate with health specialists and civic groups to determine community health needs and the availability of services and to develop goals for meeting needs. •Provide guidance to agencies and organizations on assessment of health education needs and on development and delivery of health education programs. •Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs. •Design and conduct evaluations and diagnostic studies to assess the quality and performance of health education programs. 	<ul style="list-style-type: none"> •Human Services AAS •Health Sciences AS •Chemical Dependency Counseling AAS

Pathway: Human Services, Health Sciences, Chemical Dependency Entry Level Position: Social and Human Service Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Social Work Assistants assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Service Orientation — Actively looking for ways to help people. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Speaking — Talking to others to convey information effectively. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Coordination — Adjusting actions in relation to others' actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Persuasion — Persuading others to change their minds or behavior. 	<ul style="list-style-type: none"> •Keep records or prepare reports for owner or management concerning visits with clients. •Provide information or refer individuals to public or private agencies or community services for assistance. •Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures. •Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history. •Works in partnerships with clients to promote independent living and to provide advocacy for the clients in various settings. •Submit and review reports and discuss patient problems with superior •Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping. •Consult with supervisor concerning programs for individual families. •Oversee day-to-day group activities of residents in institution •Assist in locating housing for displaced individuals. •Transport and accompany clients to shopping areas or to appointments, using automobile. •Maintain Confidentiality. 	<ul style="list-style-type: none"> •Health Science AS •Human Services AAS •Chemical Dependency Counseling AAS

Pathway: Human Services, Health Sciences, Chemical Dependency Position: Healthcare Social Worker

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Social Workers provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Service Orientation — Actively looking for ways to help people. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Speaking — Talking to others to convey information effectively. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Coordination — Adjusting actions in relation to others' actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Persuasion — Persuading others to change their minds or behavior. 	<ul style="list-style-type: none"> •Collaborate with other professionals to evaluate patients' medical or physical condition and to assess client needs. •Advocate for clients or patients to resolve crises. •Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. •Investigate child abuse or neglect cases and take authorized protective action when necessary. •Counsel clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life. •Plan discharge from care facility to home or other care facility. •Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan. •Modify treatment plans to comply with changes in clients' status. •Identify environmental impediments to client or patient progress through interviews and review of patient records. •Organize support groups or counsel family members to assist them in understanding, dealing with, and supporting the client or patient. •Maintain Confidentiality. 	<ul style="list-style-type: none"> •Health Science AS •Human Services AAS <p>** Additional education will be required for this occupation.</p> <p>**Additional licensure will be required for this occupation.</p>

Pathway: Human Services, Health Sciences, Chemical Dependency Entry Level Position: Case Manager

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Case Managers coordinate the assessment, treatment and planning processes for those receiving services. Work with those receiving services in areas of engagement, connecting, linkage, support, advocacy and training services as needed to ensure a comprehensive plan of services.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Service Orientation — Actively looking for ways to help people. •Speaking — Talking to others to convey information effectively. •Coordination — Adjusting actions in relation to others' actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. 	<ul style="list-style-type: none"> •Maintain accurate, detailed reports and records. •Write service plans and work with the patient for implementation. •Complete referrals and admissions process. •Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans, be a member of a multidisciplinary treatment team. •Modify patient treatment plans as indicated by patients' responses and conditions. •Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs. •Maintain knowledge of community services and resources available to patients. •Ability to conduct addiction groups and gain an understanding of group dynamics •Maintain patient confidentiality-must conduct drug screens, work with parole and probation departments, DSS regarding sanctions sand violations. •Understand the stages of change. 	<ul style="list-style-type: none"> •Health Science AS •Human Services AAS •Chemical Dependency Counseling AAS <p>** Additional education will be required for this occupation.</p>

Pathway: Human Services, Health Sciences, Chemical Dependency Position: Social and Community Service Manager/Supervisor

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Social and Community Service Managers plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Service Orientation — Actively looking for ways to help people. •Speaking — Talking to others to convey information effectively. •Coordination — Adjusting actions in relation to others' actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. 	<ul style="list-style-type: none"> •Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively. •Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints. •Recruit, interview, and hire or sign up volunteers and staff. •Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated. •Establish and oversee administrative procedures to meet objectives set by boards of directors or senior management. •Direct activities of professional and technical staff members and volunteers. •Plan and administer budgets for programs, equipment, and support services. •Participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits. •Prepare and maintain records and reports, such as budgets, personnel records, or training manuals. •Research and analyze member or community needs to determine program directions and goals. 	<ul style="list-style-type: none"> •Health Science AS •Human Services AAS •Chemical Dependency Counseling AAS <p>** Additional education will be required for this occupation.</p> <p>**Additional experience may be required for this occupation.</p>

Pathway: Human Services, Chemical Dependency Entry Level Position: Habilitation Coordinator

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Habilitation Coordinators maintain habilitation plans for residents and train/educate residential staff.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Coordination — Adjusting actions in relation to others' actions. •Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job. •Service Orientation — Actively looking for ways to help people. •Time Management — Managing one's own time and the time of others. •Persuasion — Persuading others to change their minds or behavior. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. 	<ul style="list-style-type: none"> •Assign work schedules, following work requirements, to ensure quality and timely delivery of service. •Inspect work areas or operating equipment to ensure conformance to established standards in areas such as cleanliness or maintenance. •Train workers in proper operational procedures and functions and explain company policies. •Observe and evaluate workers' appearance and performance to ensure quality service and compliance with specifications including competency checks. •Meet with managers or other supervisors to stay informed of changes affecting operations. •Inform workers about interests or special needs of specific groups. •Apply customer/guest feedback to service improvement efforts. •Resolve customer complaints regarding worker performance or services rendered. •Requisition necessary supplies, equipment, or services. •Analyze, record and report on personnel or operational data and write related reports. •Implement habilitation plans and collaborate as a member of the treatment team. 	<ul style="list-style-type: none"> •Human Services AAS •Chemical Dependency Counselor AAS

Pathway: Human Services Entry Level Position: Community Residence Manager

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Community Housing Managers plan, direct, supervise and coordinate the operations of the housing units for the organization. They are directly responsible for all functions related to tenant relations, operations and maintenance of physical plants and is a liaison with oversight agencies.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Coordination — Adjusting actions in relation to others' actions. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Speaking — Talking to others to convey information effectively. •Time Management — Managing one's own time and the time of others. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. 	<ul style="list-style-type: none"> •Establish and enforce operating procedures and work standards that will ensure adequate performance and personnel safety. •Inspect completed work to ensure conformance to specifications, standards, and contract requirements. •Direct activities of workers who perform duties such as landscaping, cultivating lawns, or pruning trees and shrubs. •Schedule work for crews, depending on work priorities, crew or equipment availability, or weather conditions. •Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning. •Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained. •Train workers in tasks such as transplanting or pruning trees or shrubs, finishing cement, and using equipment. •Provide workers with assistance in performing duties as necessary to meet deadlines. •Inventory supplies of tools, equipment, or materials to ensure that sufficient supplies are available. •Help maintain full occupancy within the program. •Confer with other supervisors to coordinate work activities with those of other departments or units. •Follow up with any tenant concerns. •Collect the rent and maintain the recorded documentation. 	<ul style="list-style-type: none"> •Human Services AAS

Pathway: Human Services, Health Sciences, Chemical Dependency Entry Level Position: Corporate Compliance Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Corporate Compliance Assistants coordinate and assist the Corporate Compliance Coordinator in a variety of functions that include coordination, research, data entry/reports and assisting in overall operation of the department.</p>	<ul style="list-style-type: none"> •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Coordination — Adjusting actions in relation to others' actions. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Speaking — Talking to others to convey information effectively. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. 	<ul style="list-style-type: none"> •Maintain documentation of compliance activities, such as complaints received or investigation outcomes. •File appropriate compliance reports with regulatory agencies. •Conduct or direct the internal investigation of compliance issues. •Identify compliance issues that require follow-up or investigation. •Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required. •Disseminate written policies and procedures related to compliance activities. •Conduct periodic internal reviews or audits to ensure that compliance procedures are followed. •Serve as a confidential point of contact for employees to communicate with management, seek clarification on issues or dilemmas, or report irregularities. •Provide employee training on compliance related topics, policies, or procedures. •Verify that all firm and regulatory policies and procedures have been documented, implemented, and communicated. 	<ul style="list-style-type: none"> •Health Science AS •Human Services AAS •Chemical Dependency Counselor AAS

Pathway: Human Services, Health Science, and Chemical Dependency Entry Level Position: Behavioral Health Specialist

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Behavioral Health Technicians care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications.</p>	<ul style="list-style-type: none"> •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Speaking — Talking to others to convey information effectively. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. Understand basic medical terminology. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Coordination — Adjusting actions in relation to others' actions. •Service Orientation — Actively looking for ways to help people. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. Follow HIPPA rules and regulations. 	<ul style="list-style-type: none"> •Take and record measures of patients' physical condition, using devices such as thermometers or blood pressure gauges. •Monitor patients' physical and emotional well-being and report unusual behavior or physical ailments to medical staff. •Provide personal care to mentally ill, emotionally disturbed, or mentally retarded patients. •Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling, or befriending them. •Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed or developmentally disabled patients to treat, rehabilitate, and return patients to the community. •Encourage patients to develop work skills and to participate in social, recreational, or other therapeutic activities that enhance interpersonal skills or develop social relationships. •Train or instruct new employees on procedures to follow with psychiatric patients. •Develop or teach strategies to promote client wellness and independence. 	<ul style="list-style-type: none"> •Human Services AAS •Health Sciences AS •Chemical Dependency Counseling AAS <p>** Additional education will be required for this occupation.</p>

	<ul style="list-style-type: none">•Writing — Communicating effectively in writing as appropriate for the needs of the audience.		
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Pathway: Chemical Dependency Position: Substance Abuse and Behavior Disorder Counselor

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Substance Abuse Counselors assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. May counsel individuals, families, or groups or engage in prevention programs.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do, understand biases. •Speaking — Talking to others to convey information effectively. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Service Orientation — Actively looking for ways to help people. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. 	<ul style="list-style-type: none"> •Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information. •Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes. •Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program. •Develop client treatment plans based on research, clinical experience, and client histories. Develop client goals that are client driven. •Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans. •Intervene as an advocate for clients or patients to resolve emergency problems in crisis situations. •Coordinate counseling efforts with mental health professionals or other health professionals, like doctors, nurses, or social workers. •Intervene as an advocate for clients or patients to resolve emergency problems in crisis situations. •Attend training sessions to increase knowledge and skills. •Modify treatment plans to comply with changes in client status. 	<ul style="list-style-type: none"> •Chemical Dependency Counseling AAS <p>** Additional education may be required for this occupation.</p>

	<ul style="list-style-type: none"> •Writing — Communicating effectively in writing as appropriate for the needs of the audience. 	<ul style="list-style-type: none"> •Attend training sessions to increase knowledge and skills. •Participate in case conferences or staff meetings. •Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans. •Gain an understanding of addiction and the stages of change 	
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Pathway: Human Services, Health Science Position: Practice Manager of Outpatient Medical Services

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Practice Managers of OPMS oversee and assist with the overall planning, organizing, directing and controlling of patient/customer services, human resource and financial management of the assigned Medical Center's Outpatient Medical Services. Ensures OPMS are meeting the Organizational, New York State Department of Health, Joint Commission, and other regulatory agency quality requirements.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Speaking — Talking to others to convey information effectively. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Time Management — Managing one's own time and the time of others. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Instructing — Teaching others how to do something. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. 	<ul style="list-style-type: none"> •Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting. •Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel. •Competent with reporting risk management reports, patient complaint policy, procedures, documentation and investigation process. •Assures appropriate staffing levels are maintained through activities of recruitment and retention. •Ensures that information is communicated to employees by means of monthly staff meetings, and other informal communications are ongoing, utilizing agendas, minutes, etc. •Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning. •Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization. •Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff. •Direct or conduct recruitment, hiring and training of personnel. 	<ul style="list-style-type: none"> •Human Services AAS •Health Sciences AS <p>** Additional education will be required for this occupation.</p>

	<ul style="list-style-type: none"> •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. 	<ul style="list-style-type: none"> •Establish work schedules and assignments for staff, according to workload, space and equipment availability. •Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options. •Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services. •Develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports. •Competent in data utilization, ie. Microsoft Word, Excel, etc. as pertinent to departmental oversight. 	
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Pathway: Health Sciences Entry Level Position: Diet Technician/Food Service Manager

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Diet Technicians assist in the provision of food service and nutritional programs, under the supervision of a dietitian. May plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.</p>	<ul style="list-style-type: none"> •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Speaking — Talking to others to convey information effectively. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Service Orientation — Actively looking for ways to help people. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Coordination — Adjusting actions in relation to others' actions. •Instructing — Teaching others how to do something. 	<ul style="list-style-type: none"> •Observe patient food intake and report progress and dietary problems to dietician. •Prepare a major meal, following recipes and determining group food quantities. •Supervise food production or service or assist dietitians or nutritionists in food service supervision or planning. •Plan menus or diets or guide individuals or families in food selection, preparation, or menu planning, based upon nutritional needs and established guidelines. •Analyze menus or recipes, standardize recipes, or test new products. •Conduct nutritional assessments of individuals, including obtaining and evaluating individuals' dietary histories, to plan nutritional programs. •Determine food and beverage costs and assist in implementing cost control procedures. •Develop job specifications, job descriptions, or work schedules. •Deliver speeches on diet, nutrition, or health to promote healthy eating habits and illness prevention and treatment. •Refer patients to other relevant services to provide continuity of care. 	<ul style="list-style-type: none"> •Health Science AS

Pathway: Health Sciences Position: Clinical Dietitian

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Clinical Dietitians provide clinical nutrition services to patients in the hospital, outpatients, Reddy Cancer Treatment Center, and other service lines as needed. Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.</p>	<ul style="list-style-type: none"> •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Speaking — Talking to others to convey information effectively. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Service Orientation — Actively looking for ways to help people. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Coordination — Adjusting actions in relation to others' actions. •Instructing — Teaching others how to do something. 	<ul style="list-style-type: none"> •Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards. •Assess nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling. •Advise patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation. •Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life. •Consult with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client. •Plan, conduct, and evaluate dietary, nutritional, and epidemiological research. •Write research reports and other publications to document and communicate research findings. •Purchase food in accordance with health and safety codes. •Manage quantity food service departments or clinical and community nutrition services. •Coordinate diet counseling services. •Deliver speeches on diet, nutrition, or health to promote healthy eating habits and illness prevention and treatment. •Refer patients to other relevant services to provide continuity of care. 	<ul style="list-style-type: none"> •Health Science AS <p>** Additional education will be required for this occupation.</p>

Pathway: Health Sciences Entry Level Position: Medical Office Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician</p>	<ul style="list-style-type: none"> •Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. •Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, basic medical terminology knowledge and other office procedures and terminology. •Computers and Electronics — Knowledge of circuit boards, processors, chips, electrical equipment, computer hardware and software, applications and programming. •Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. •Mathematics — Arithmetic, algebra, geometry, calculus, statistics, and their applications. •Active Listening and Speaking— Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as 	<ul style="list-style-type: none"> •Record patients' medical history, vital statistics, or information such as test results in medical records. •Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. •Interview patients to obtain medical information and measure their vital signs, weight, and height. •Show patients to examination rooms and prepare them for the physician. •Prepare and administer medications as directed by a physician. •Process blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing. •Authorize drug refills and provide prescription information to pharmacies. •Explain treatment procedures, medications, diets, or physicians' instructions to patients. •Clean and sterilize instruments and dispose of contaminated supplies. •Perform routine laboratory tests and sample analyses. •Billing and Coding experience. 	<ul style="list-style-type: none"> •Health Science AS

	<p>appropriate, and not interrupting at inappropriate times.</p> <ul style="list-style-type: none"> •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Social Perceptiveness — Being aware and understanding other's reactions. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Writing — Communicating effectively in writing as appropriate for the audience. •Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. Understand and follow HIPPA rules and regulations 		
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Pathway: Health Sciences Entry Level Position: Coder/Abstractor

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Coder/Abstractors compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.</p>	<ul style="list-style-type: none"> •Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. •English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Basic knowledge and understanding of medical terminology. •Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. •Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. 	<ul style="list-style-type: none"> •Protect the security of medical records to ensure that confidentiality is maintained. •Review records for completeness, accuracy, and compliance with regulations. •Retrieve patient medical records for physicians, technicians, or other medical personnel. •Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software. •Process patient admission or discharge documents. •Transcribe medical reports. •Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings. •Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer. •Identify, compile, abstract, and code patient data, using standard classification systems. •Release information to persons or agencies according to regulations. 	<ul style="list-style-type: none"> •Health Science AS <p>**Certification in Coding may be required.</p>

	<ul style="list-style-type: none">•Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.•Speaking — Talking to others to convey information effectively.•Writing — Communicating effectively in writing as appropriate for the needs of the audience.		
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Pathway: Health Sciences Entry Level Position: Medical Lab Technician

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Medical Lab Technicians perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a clinical lab technologist, lab supervisor, or director. Must demonstrate knowledge of the principles of growth and development over the life span of the patient. Must possess the ability to assess patient data relative to age specific needs and provide care as described in policies and procedures.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Science — Using scientific rules and methods to solve problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Instructing — Teaching others how to do something. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly. •Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance. 	<ul style="list-style-type: none"> •Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect abnormalities or diseases and enter findings into computer. •Analyze the results of tests or experiments to ensure conformity to specifications, using special mechanical or electrical devices. •Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment. •Prepare standard volumetric solutions or reagents to be combined with samples, following standardized formulas or experimental procedures. •Collect blood or tissue samples from patients, observing principles of asepsis to obtain blood sample. •Supervise or instruct other technicians or laboratory assistants. •Conduct blood tests for transfusion purposes and perform blood counts. •Inoculate fertilized eggs, broths, or other bacteriological media with organisms. •Obtain specimens, cultivating, isolating, and identifying microorganisms for analysis. •Examine cells stained with dye to locate abnormalities. 	<ul style="list-style-type: none"> •Health Science AS <p>**Additional certification may be required for this occupation.</p> <p>**Additional education may be required for this occupation.</p>

Pathway: Health Sciences Position: Medical Lab Technologist

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Medical Lab Technologists perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. Must demonstrate knowledge of the principles of growth and development over the life span of the patient. Must possess the ability to assess patient data relative to age specific needs and provide care as described in policies and procedures.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Science — Using scientific rules and methods to solve problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Instructing — Teaching others how to do something. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly. •Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance. 	<ul style="list-style-type: none"> •Conduct chemical analysis of body fluids, including blood, urine, or spinal fluid, to determine presence of normal or abnormal components. •Analyze laboratory findings to check the accuracy of the results. •Operate, calibrate, or maintain equipment used in quantitative or qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, or computer-controlled analyzers. •Collect and study blood samples to determine the number of cells, their morphology, or their blood group, blood type, or compatibility for transfusion purposes, using microscopic techniques. •Enter data from analysis of medical tests or clinical results into computer for storage. •Establish or monitor quality assurance programs or activities to ensure the accuracy of laboratory results. •Analyze samples of biological material for chemical content or reaction. •Set up, clean, and maintain laboratory equipment. •Provide technical information about test results to physicians, family members, or researchers. •Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms. 	<ul style="list-style-type: none"> •Health Science AS <p>**Additional certification will be required for this occupation.</p> <p>** Additional education will be required for this occupation.</p>

Pathway: Health Sciences Position: Respiratory Therapy Technician Cert.

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Respiratory Therapy Technicians provide respiratory care to patients as ordered by physician, according to established standards and practices. To reduce the work of breathing caused by disease, injury or trauma (surgical). To set-up and operate various types of oxygen and respiratory equipment. To instruct patient in prescribed rehabilitation.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Service Orientation — Actively looking for ways to help people. •Science — Using scientific rules and methods to solve problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Instructing — Teaching others how to do something. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly. •Quality Control Analysis — Conducting tests and inspections of products, services, 	<ul style="list-style-type: none"> •Work with patients in areas such as the emergency rooms, neonatal or pediatric intensive care, or surgical intensive care, treating conditions such as emphysema, chronic bronchitis, asthma, cystic fibrosis, or pneumonia. •Monitor patients during treatment and report any unusual reactions to the respiratory therapist. •Keep records of patients' therapy, completing all necessary forms. •Use ventilators or various oxygen devices or aerosol and breathing treatments in the provision of respiratory therapy. •Follow and enforce safety rules applying to equipment. •Set equipment controls to regulate the flow of oxygen, gases, mists, or aerosols. •Collect and analyze arterial blood gas samples. •Read and evaluate physicians' orders and patients' chart information to determine patients' condition and treatment protocols. •Assess patients' response to treatments and modify treatments according to protocol if necessary. •Prepare or test devices, such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, aerosol generators, or electrocardiogram (EKG) machines. 	<ul style="list-style-type: none"> •Health Science AS <p>** Additional education will be required for this occupation.</p>

	or processes to evaluate quality or performance.		
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Pathway: Health Sciences Entry Level Position: Occupational Therapy Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Occupational Therapy Assistants assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Science — Using scientific rules and methods to solve problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Instructing — Teaching others how to do something. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. 	<ul style="list-style-type: none"> •Select therapy activities to fit patients' needs and capabilities. •Monitor patients' performance in therapy activities, providing encouragement. •Instruct, or assist in instructing, patients and families in home programs, basic living skills, or the care and use of adaptive equipment. •Maintain and promote a positive attitude toward clients and their treatment programs. •Observe and record patients' progress, attitudes, and behavior and maintain this information in client records. •Aid patients in dressing and grooming themselves. •Implement, or assist occupational therapists with implementing, treatment plans designed to help clients function independently. •Communicate and collaborate with other healthcare professionals involved with the care of a patient. •Evaluate the daily living skills or capacities of physically, developmentally, or emotionally disabled clients. •Attend continuing education classes. 	<ul style="list-style-type: none"> •Health Science AS <p>**Additional certification will be required for this occupation.</p> <p>** Additional education will be required for this occupation.</p>

Pathway: Health Sciences Entry Level Position: Physical Therapy Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Physical Therapy Assistants assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Science — Using scientific rules and methods to solve problems. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. •Instructing — Teaching others how to do something. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance. 	<ul style="list-style-type: none"> •Instruct, motivate, safeguard, and assist patients as they practice exercises or functional activities. •Observe patients during treatments to compile and evaluate data on their responses and progress and provide results to physical therapist in person or through progress notes. •Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment. •Administer active or passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound. •Measure patients' range-of-joint motion, body parts, or vital signs to determine effects of treatments or for patient evaluations. •Communicate with or instruct caregivers or family members on patient therapeutic activities or treatment plans. •Transport patients to and from treatment areas, lifting and transferring them according to positioning requirements. •Secure patients into or onto therapy equipment. •Train patients in the use of orthopedic braces, prostheses, or supportive devices. 	<ul style="list-style-type: none"> •Health Science AS **Additional certification will be required for this occupation. ** Additional education will be required for this occupation.

		<ul style="list-style-type: none">• Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.	
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Pathway: Health Sciences Entry Level Position: Emergency Medical Technician and Paramedic

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Emergency Medical Technicians and Paramedics assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Service Orientation — Actively looking for ways to help people. •Instructing — Teaching others how to do something. •Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making. •Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do. •Writing —Communicating effectively in writing as appropriate for the needs of the audience. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. 	<ul style="list-style-type: none"> •Administer first aid treatment or life support care to sick or injured persons in prehospital settings. •Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments. •Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride. •Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment. •Assess nature and extent of illness or injury to establish and prioritize medical procedures. •Drive mobile intensive care unit to specified location, following instructions from emergency medical dispatcher. •Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities. •Administer drugs, orally or by injection, or perform intravenous procedures under a physician's direction. •Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device. 	<ul style="list-style-type: none"> •Health Science AS <p>**Additional certification will be required for this occupation.</p>

		<ul style="list-style-type: none">•Coordinate work with other emergency medical team members or police or fire department personnel.	
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Pathway: Health Sciences Entry Level Position: Dental Assistant

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Dental Assistants assist dentists, set up equipment, prepare patient for treatment, and keep records.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Service Orientation — Actively looking for ways to help people. •Instructing — Teaching others how to do something. •Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making. •Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do. 	<ul style="list-style-type: none"> •Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures. •Record treatment information in patient records. •Expose dental diagnostic x-rays. •Take and record medical and dental histories and vital signs of patients. •Assist dentist in management of medical or dental emergencies. •Provide postoperative instructions prescribed by dentist. •Instruct patients in oral hygiene and plaque control programs. •Order and monitor dental supplies and equipment inventory. •Fabricate temporary restorations or custom impressions from preliminary impressions. •Make preliminary impressions for study casts and occlusal registrations for mounting study casts. 	<ul style="list-style-type: none"> •Health Science AS

Pathway: Health Sciences Entry Level Position: Massage Therapist

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Massage Therapists perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Service Orientation — Actively looking for ways to help people. •Instructing — Teaching others how to do something. •Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making. •Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do. •Writing —Communicating effectively in writing as appropriate for the needs of the audience. •Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. 	<ul style="list-style-type: none"> •Maintain treatment records. •Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance. •Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful. •Apply finger and hand pressure to specific points of the body. •Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion. •Treat clients in professional settings or travel to clients' offices and homes. •Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises. •Develop and propose client treatment plans that specify which types of massage are to be used. •Refer clients to other types of therapists when necessary. •Consult with other health care professionals, such as physiotherapists, chiropractors, physicians, and psychologists, to develop treatment plans for clients. 	<ul style="list-style-type: none"> •Health Science AS <p>**Additional certification will be required for this occupation.</p> <p>** Additional licensure will be required for this occupation.</p>

Pathway: Health Sciences Entry Level Position: Pharmacy Technician (Hospital)

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Pharmacy Technicians prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.</p>	<ul style="list-style-type: none"> •Accounting software — Billing and reimbursement software •Software — Database software, Drug compatibility software, Inventory management software (Cardinal Health Pyxis CII Safe), Label-making software •Medical software — Compounder software; Patient record maintenance software; Pharmaceutical software; Prescription processing software •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Speaking — Talking to others to convey information effectively. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. •Service Orientation — Actively looking for ways to help people. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. 	<ul style="list-style-type: none"> •Receive written prescription or refill requests and verify that information is complete and accurate. •Pre-pack bulk medicines, fill bottles with prescribed medications, and type and affix labels. •Answer telephones, responding to questions or requests. •Maintain proper storage and security conditions for drugs. •Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. •Price and file prescriptions that have been filled. •Establish or maintain patient profiles, including lists of medications taken by individual patients. •Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer. •Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages. •Mix pharmaceutical preparations, according to written prescriptions. 	<ul style="list-style-type: none"> •Health Science AS

	<ul style="list-style-type: none">•Time Management — Managing one's own time and the time of others.•Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.•Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.		
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Pathway: Health Sciences Entry Level Position: Pharmacy Technician (Retail)

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Pharmacy Technicians prepare medications under the direction of a pharmacist. May measure, count out, label, and prepare medications according to prescription orders.</p>	<ul style="list-style-type: none"> •Pharmacy software — adjudicating claims such as billing and reimbursement, data entry •Software — Database software, Drug compatibility software, Inventory management software, excel and word based documents •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. •Speaking — Talking to others to convey information effectively. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Monitoring — Monitoring/Assessing performance of yourself •Service Orientation — Actively looking for ways to help people. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Time Management — Managing one's own time, multi-tasking •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate 	<ul style="list-style-type: none"> •Receive written prescription or refill requests and verify that information is complete and accurate. •Fill vials/bottles with prescribed medications, and type and affix labels. •Answer telephones, responding to questions or requests within scope. •Maintain proper storage and security conditions for drugs. •Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. •Price and file prescriptions that have been filled. •Establish or maintain patient profiles, including lists of medications taken by individual patients. •Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer. •Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages. 	<ul style="list-style-type: none"> •Health Science AS

	<p>options and implement solutions.</p> <ul style="list-style-type: none">•Clerical — Knowledge of administrative and clerical procedures and systems such as word and excel processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.		
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Pathway: Computer Information Systems Entry Level Position: Health Informatics Technician

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Health Informatics Technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.</p>	<ul style="list-style-type: none"> •Reading Comprehension — Understanding written sentences and paragraphs in work related documents. Understand and interpret basic medical terminology. •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Writing — Communicating effectively in writing as appropriate for the needs of the audience. •Computers and electronics-understand electronic health records. Demonstrate basic knowledge of HIPPA regulations. 	<ul style="list-style-type: none"> •Protect the security of medical records to ensure that confidentiality is maintained. •Review records for completeness, accuracy, and compliance with regulations. •Retrieve patient medical records for physicians, technicians, or other medical personnel. •Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software. •Process patient admission or discharge documents. •Transcribe medical reports. •Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings. •Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer. •Identify, compile, abstract, and code patient data, using standard classification systems. •Release information to persons or agencies according to regulations. •Basic knowledge of population health management and evidenced based practice. 	<ul style="list-style-type: none"> •Computer Information Systems AS

