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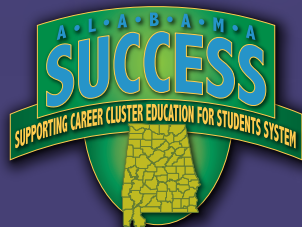
ALABAMA SUCCESS

EDUCATION & CAREER PLANNER

Lend a Helping Hand

Your guide to careers in
HUMAN SERVICES

Great Career Ideas • Creating Your Plan • College Resources



A message from . . .



Robert Bentley,
Governor of Alabama

The investments we make in our students today will help shape their futures for years to come. Our students are destined to become high-performing professionals in all sectors of the workforce.

Alabama SUCCESS is an initiative designed to help students access valuable information about current careers, postsecondary learning, and financial literacy resources.

Our goal is to give students the opportunities they need to prepare themselves for success. We want our students to be well-equipped for top careers in Alabama's workforce - which has a growing influence on the global marketplace.

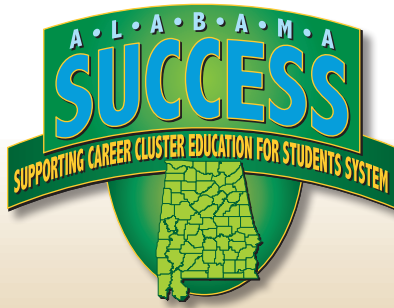
This Alabama SUCCESS guide is a great resource to assist in preparing for a bright and successful future.



Dr. Thomas R. Bice,
Alabama State
Superintendent of
Education

Alabama SUCCESS is an invaluable resource designed specifically for students. By

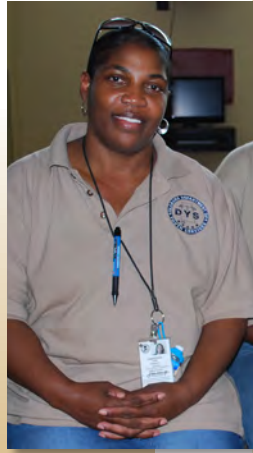
learning about actual career fields and the education and experience required for specific jobs, you will be better able to figure out what you want to do after high school and what you need to do to achieve your goals.



ATTENTION, PARENTS

This guide is part of a series created to help students in Alabama learn more about careers, salaries, and the steps they need to take to reach their goals. By connecting what they learn in the classroom to real jobs that interest them, Alabama students will graduate better prepared for life and work. You can help your child use this guide by:

- ◆ Talking to your child about what careers interest him or her—and why
- ◆ Sharing your work experiences—pro and con—with your child
- ◆ Asking people in your community who work in jobs that interest your child to talk about their careers or to let your child visit their workplace.





What Employers Want

Debra Nelson-Gardell, Ph.D., LCSW,
President National Association of Social Workers, Alabama Chapter
Associate Professor, University of Alabama School of Social Work

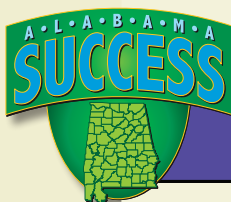


“**S**tudents entering careers in social work need a strong foundation in the liberal arts. Developing skills and knowledge that help you understand humans as individuals is essential. An appreciation of how humans behave socially underlies all social work practice, be it with an organization, community, or society. Also, the ability to think critically, along with strong communication and problem-solving skills, serve as the basis for social work practice.

Students should develop an appreciation for diversity, social justice, and other values associated with the profession through education and volunteer or paid experience in the social service field. All career paths in social work require education beyond the high school level. Education programs that can prepare you for a career in social work are available at colleges across Alabama.”

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CLUSTER

HUMAN SERVICES

PATHWAY

- Family Studies & Community Services
- Early Childhood Development & Services
- Personal Care Services
- Fashion
- Interior Design
- Food, Wellness, and Dietetics
- Consumer Services

SAMPLE OCCUPATION

- Marriage and Family Therapist
- Child Care Worker
- Beautician
- Fashion Journalist
- Interior Designer
- Fitness Trainer and Aerobics Instructor
- Certified Financial Planner

Human Services

Professionals of the Human Services career cluster work with individuals, families, and organizations to provide a broad range of products and services. And because people are always changing, the number of jobs available in the cluster is constantly growing.

CLUSTER PROFILE



YOU DECIDE

Does the Human Services career cluster fit you, your talents, and your dreams? Take this quick quiz to find out.

1

Do you enjoy helping others?

WHY IT MATTERS:

There are plenty of interesting jobs available in the Human Services career cluster, and they all give you a chance to help others.

2

Do you have strong public speaking skills?

WHY IT MATTERS:

Jobs in Human Services often require you to speak in front of groups, both large and small.

3

Do you enjoy working on group projects in school?

WHY IT MATTERS:

Human Services is all about personal interaction. You'll need to be comfortable and experienced working in a group.

4

Do you thrive under pressure?

WHY IT MATTERS:

Human Services jobs tend to force you to think fast on your feet.

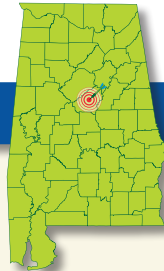
5

Would you describe yourself as "patient" and "compassionate"?

WHY IT MATTERS:

When working with people, it is essential that you accept each individual for who they are.

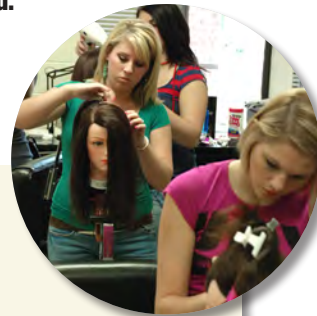
If you answered "yes" to most of these questions, Human Services could be right for you.



YOUNG PROFESSIONAL PROFILE

NAME: Lauren Davis

EDUCATION: Southside High School, Southside; Gadsden State Community College, Gadsden—Cosmetology, Certificate



Lauren Davis attended Southside High School in northeast Alabama and was a member of the Panther Volleyball Team. Her teammates referred to her as "the hair braider" because she shared her talents.

"I have always had a passion for doing hair," said Davis. She is currently in her third semester of the cosmetology program at Gadsden State Community College. "Gadsden State has helped me develop the skills I need to actually be successful in the cosmetology field."

After completing over 70 percent of the Gadsden State program, Davis qualified for a cosmetology work permit, which she received earlier this year. Since then, she has worked at Felicia's at Fourth, a full-service salon and spa located in Gadsden. Davis enjoys putting the skills acquired at Gadsden State to practical use.

"Cosmetology is so rewarding," said Davis, who hopes to one day own a salon. "I love knowing I helped to make someone feel beautiful and self confident."

LEARN MORE

Explore Human Services education and career options in Alabama at the Alabama Department of Human Resources web page.



MAKE A PLAN

Sit down with your parents and counselor and create a plan.

Map out an Alabama Education Plan (sample at right) based on your interests, strengths, and possible career goals.

Your plan outlines the courses and electives you'll take in high school, plus related clubs and career preparation. Your counselor will work with you to determine the learning experiences needed for you to complete your plan, such as using distance learning or earning college credit from your local community college.

Here's a sample Alabama Education Plan for you to use as a guide.

ARTICULATION AGREEMENT

is a fancy term for a simple education agreement that can streamline your road to a successful career.

Statewide articulation agreements link all high schools and two-year colleges in Alabama. They provide credit at two-year colleges for coursework mastered at the high school level.

SAMPLE* Alabama Education Plan



Name: Jordan Smith
School: Central High School
Diploma Option: Advanced Career and Technical Endorsement
Cluster: Human Services
Pathway: Personal Care Services
Career Goal: Family Counselor
Postsecondary Goal: Associate in Applied Science Degree

	Math	English	Science	Social Studies	Other Optional Courses	Sampling of Career and Technical Education Courses in Pathway
9th Grade	Algebra I	English 9	Physical Science	World History 1500–Present	<ul style="list-style-type: none"> ■ Physical Education -1 ■ Health - ½ ■ Fine Arts - ½ ■ Computer Application - ½ ■ Foreign Language I** ■ Foreign Language II** 	<ul style="list-style-type: none"> ■ Family and Consumer Sciences ■ Personal Finance ■ Fashion ■ Child Development ■ Food and Nutrition ■ Family Wellness ■ Consumer Services I & II ■ Dietetics ■ Creative Arts ■ Interior Design I & II ■ Fashion Design Merchandising
10th Grade	Geometry	English 10	Biology	United States History to 1877		
11th Grade	Algebra II with Trigonometry	English 11	Chemistry	United States History to Present		
12th Grade	Pre-Calculus or Calculus	English 12	Physics	Government and Economics		
Community College	General Education Requirements <ul style="list-style-type: none"> ■ English Composition I ■ English Composition II or SPH 106 ■ Humanities Elective ■ Intermediate College Math 				<ul style="list-style-type: none"> ■ Microcomputer Applications ■ Math or Science Elective ■ History, Social, or Behavioral Science ■ Orientation for Career Students 	Required and CTE Courses <ul style="list-style-type: none"> ■ Introduction to Early Care Education of Children*** ■ Children's Creative Experiences*** ■ Children's Health and Safety***
Higher Education						
Education and Career Assessments: 8th Grade: Interest inventory and education plan initiated for all learners 11th Grade: College placement assessment Career Learning Experiences: Career preparation—paid and unpaid, internships, job shadowing						
Co-Curricular Experiences: Family, Career, and Community Leaders of America (FCCLA) Extracurricular Experiences: Volunteer at your local Boys and Girls Club, or similar organizations in your area. Service Learning Experiences: Volunteer at local nursing homes and community centers to help those in need.						

*This is a sample plan and should not be considered a definitive plan for any student interested in this career cluster.
 Alabama First Choice diploma requires 2 years of the same foreign language. *Statewide articulated course

Articulation agreements can take you down your career pathway as well. In many cases, students transferring from two-year to four-year colleges and universities can complete four-year general studies core course requirements before they transfer.



Get Career Credentials

If you're a student in a career and technical education (CTE) program, you may have the option of earning a Career Readiness Certificate along with your high school diploma. The nationally recognized certificate shows you're proficient in applied math, reading for information, and locating information—skills employers highly value. Ask your school counselor about the statewide program; if it's not in your high school now, it will be implemented soon.



CAREER IDEAS

Need-to-know facts and figures about real Alabama jobs, salaries, and education options in Human Services.

The 12 careers highlighted on the next page are a sampling of high-demand, well paying occupations in the **Human Services** cluster in Alabama. The charts include occupation name, description, plus wages for workers just starting out in the profession, average wages for those in the occupation, and the wages earned by experienced workers in the job (see “How to Read Job Charts”). The bar below the occupation’s name contains the Standard Occupational Code (SOC); use the SOC to look up more information about the career in online databases such as O*NET (see below). The bars are also color-coded to indicate the minimum level of education required for each profession.

For further information on occupations in all career clusters, go to the O*NET database at www.online.onetcenter.org.



How to Read Job Charts

- Starting Hourly Wage
- Average Hourly Wage
- Experienced Hourly Wage
- Occupation Name
- SOC Number
- Minimum Education Level (indicated by color bar)
- Occupation Description

EDUCATION LEVELS

- On-the-Job Training
- Work Experience in a Related Occupation
- Postsecondary Vocational Training
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

Source: Alabama Department of Industrial Relations, Labor Market Information Division.

Check Out These Three COOL CAREERS

Day Spa Owner

WHAT: Create a calm, soothing environment where customers are pampered with experiences such as hot-rock massages, mineral baths, pedicures, and facials.

WHO: Professionals trained to remove people from their complex and stressful days into a relaxing getaway.



Dietitian

WHAT: Promote good health through proper eating habits. Work with individuals, groups, and families seeking to improve eating habits and build general knowledge about health and wellness.

WHO: Professionals trained to monitor the food intake of others in order to improve their overall well being. They become life coaches for a person’s nutritional health.



Art Therapist

WHAT: Use art to help children and adults with developmental, physical, or emotional problems, improve their health and wellness, or recover from illness or injury.

WHO: Caring professionals trained in both art and therapy who work with patients in hospitals, schools, shelters, clinics, art studios, and correctional facilities.





\$20.95
\$32.84
\$56.54

Property, Real Estate and Community Association Manager

SOC: 11-9141

Manage rental and for-sale real estate properties and neighborhood community associations.



\$8.87
\$16.96
\$32.32

Counselors (All Other)

SOC: 21-1019

Provide counseling to a group or individual.



\$7.87
\$10.46
\$16.65

Social and Human Services Assistant

SOC: 21-1093

Assist professionals from fields such as psychology, rehabilitation, or social work to provide client services and support for families.



\$15.49
\$25.47
\$40.67

Social and Community Services Manager

SOC: 11-9151

Manage budget and operations of a social service program or community outreach organization.

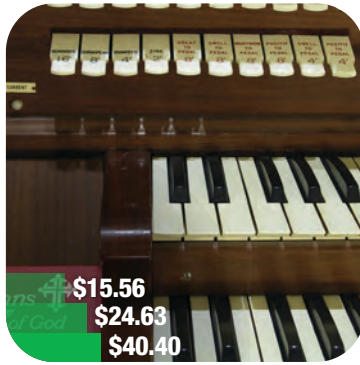


\$7.67
\$9.24
\$20.63

Barber

SOC: 39-5011

Cut men's hair, and provide shaves and beard trims. Maintain schedule of work that involves regular clientele.



\$15.56
\$24.63
\$40.40

Director of Religious Activities and Education

SOC: 21-2021

Direct and coordinate activities of a denominational group to meet religious needs of students.



\$9.32
\$19.06
\$28.43

Clergy Member

SOC: 21-2011

Conduct religious worship and perform other spiritual functions associated with a religious faith or denomination.



\$7.45
\$8.40
\$10.82

Child-Care Worker

SOC: 39-9011

Attend to children at schools, businesses, private households, and child-care institutions.

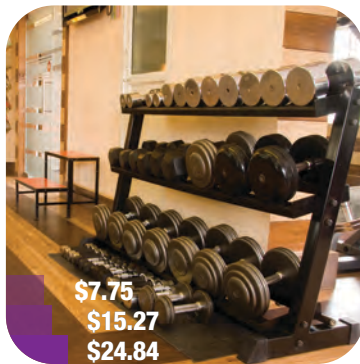


\$12.94
\$17.53
\$25.21

Substance Abuse and Behavioral Disorder Counselors

SOC: 21-1011

Counsel and advise individuals, families, or groups with alcohol, tobacco, drug, or other problems.



\$7.75
\$15.27
\$24.84

Fitness Trainer and Aerobics Instructor

SOC: 39-9031

Provide exercise instruction for groups or individuals.



\$13.56
\$19.61
\$27.81

Medical and Social Health Social Workers

SOC: 21-1022

Provide persons with the psychological and social support needed to cope with chronic, acute, or terminal illnesses.



\$9.16
\$17.35
\$28.74

Marriage and Family Therapist

SOC: 21-1013

Diagnose and treat mental and emotional disorders within the context of marriage and family systems.



Think Again

The Human Services career cluster offers an ever-growing list of career opportunities, many of which you might not be aware.



MYTH: Human Services careers only suit “people persons.”

FACTS: It is true that most human services careers require employees to work directly with other people. But if you don't think of yourself as a “people person,” do not fret. There are still plenty of rewarding career experiences to be had in Human Services.

Reality Check

What It Costs to Live on Your Own in Alabama

Estimated 2009–2010 monthly expenses for a 22-year-old living in Birmingham.

Note: Keep in mind that your paycheck will be reduced by about 30 percent to cover taxes, retirement, and insurance. What's left is known as your “take-home pay.” Subtract 30 percent from the salaries shown on page 5 to get a more accurate take-home amount.



Cable and Internet:
\$90



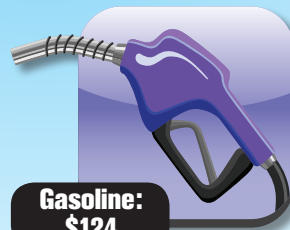
Rent and utilities:
\$700–\$800
(1-bedroom)



Cell phone:
\$70



Groceries:
\$200–\$250



Gasoline:
\$124
(1,000 miles @ \$3.10 per gallon, 25 MPG)



Car insurance:
\$30–\$95
(6-month policy)



Car payment:
\$350–\$450
(Used 2010/2011 4-door)

Monthly total:
\$1,310–\$1,654
Yearly total:
\$15,742–\$19,851



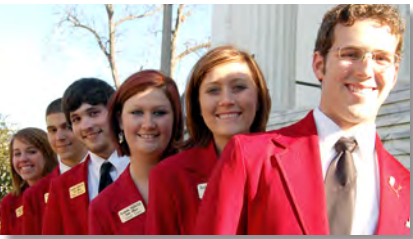
Check It OUT

Most Alabama schools offer these student organizations related to the **Human Services** career cluster:



SkillsUSA ▪ www.skillsusa.org

SkillsUSA is a partnership of students, teachers, and industry working to ensure American has a skilled workforce. Programs include student competitions and employer-driven training in all career and technical education areas.



Family, Career and Community Leaders of America, Inc ▪

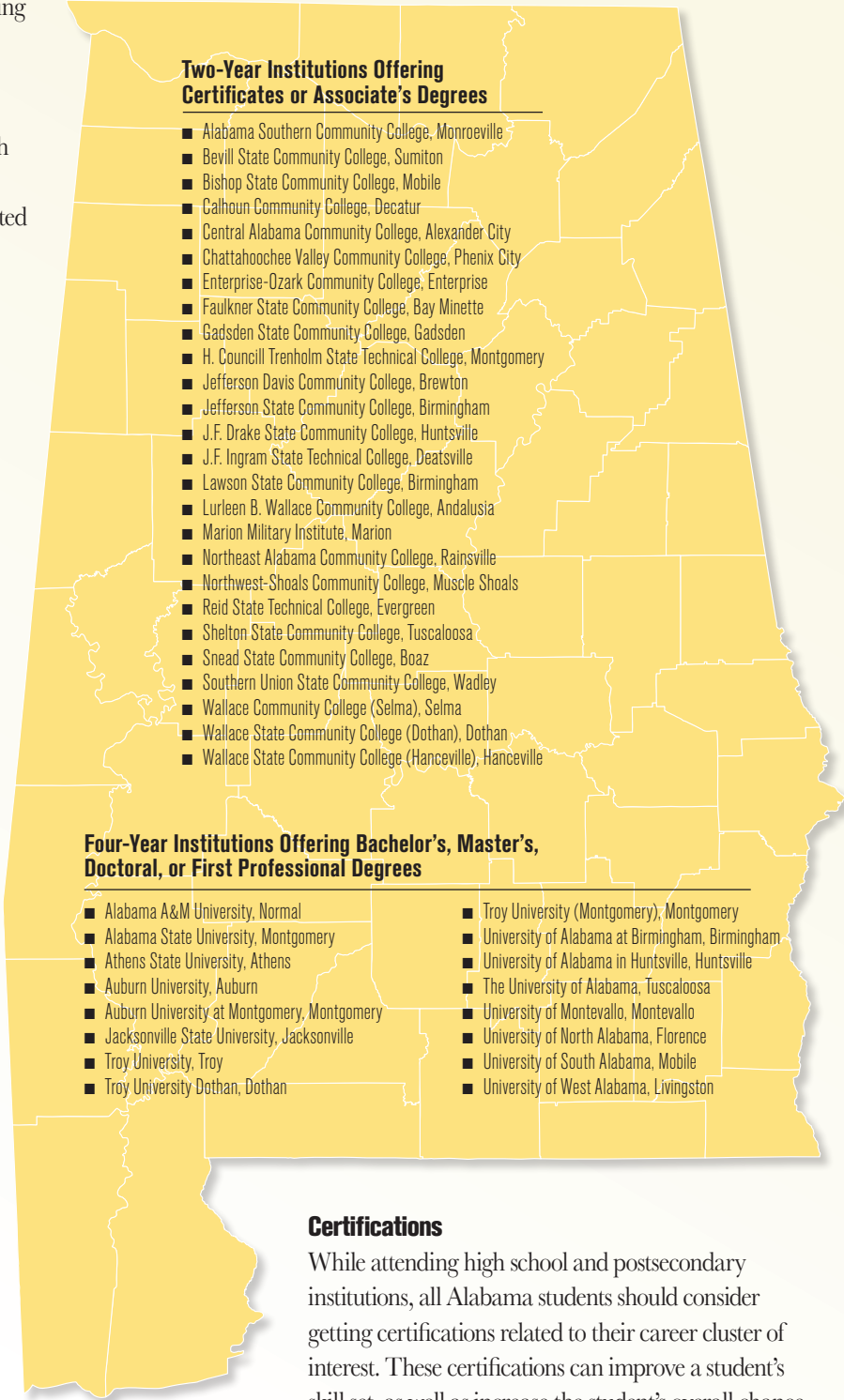
www.fcclainc.org

Family, Career and Community Leaders of America, Inc. (FCCLA) is the only in-school student organization that has the family as its focus. The family and consumer sciences organization, which has some 220,000 student members nationwide, sponsors annual STAR (Students Taking Action with Recognition) events. Each summer, winners of state events advance to compete in the national STAR events.



Take It to the Next Level

In Alabama, the learning doesn't stop with high school graduation. Here is a list of public postsecondary (after high school) institutions that may offer programs related to this cluster.



Two-Year Institutions Offering Certificates or Associate's Degrees

- Alabama Southern Community College, Monroeville
- Beville State Community College, Sumiton
- Bishop State Community College, Mobile
- Calhoun Community College, Decatur
- Central Alabama Community College, Alexander City
- Chattahoochee Valley Community College, Phenix City
- Enterprise-Ozark Community College, Enterprise
- Faulkner State Community College, Bay Minette
- Gadsden State Community College, Gadsden
- H. Councill Trenholm State Technical College, Montgomery
- Jefferson Davis Community College, Brewton
- Jefferson State Community College, Birmingham
- J.F. Drake State Community College, Huntsville
- J.F. Ingram State Technical College, Deatsville
- Lawson State Community College, Birmingham
- Lurleen B. Wallace Community College, Andalusia
- Marion Military Institute, Marion
- Northeast Alabama Community College, Rainsville
- Northwest-Shoals Community College, Muscle Shoals
- Reid State Technical College, Evergreen
- Shelton State Community College, Tuscaloosa
- Snead State Community College, Boaz
- Southern Union State Community College, Wadley
- Wallace Community College (Selma), Selma
- Wallace State Community College (Dothan), Dothan
- Wallace State Community College (Hanceville), Hanceville

Four-Year Institutions Offering Bachelor's, Master's, Doctoral, or First Professional Degrees

- Alabama A&M University, Normal
- Alabama State University, Montgomery
- Athens State University, Athens
- Auburn University, Auburn
- Auburn University at Montgomery, Montgomery
- Jacksonville State University, Jacksonville
- Troy University, Troy
- Troy University Dothan, Dothan
- Troy University (Montgomery), Montgomery
- University of Alabama at Birmingham, Birmingham
- University of Alabama in Huntsville, Huntsville
- The University of Alabama, Tuscaloosa
- University of Montevallo, Montevallo
- University of North Alabama, Florence
- University of South Alabama, Mobile
- University of West Alabama, Livingston

Certifications

While attending high school and postsecondary institutions, all Alabama students should consider getting certifications related to their career cluster of interest. These certifications can improve a student's skill set, as well as increase the student's overall chance of gaining employment in the field.



GETTING READY



GRADE 9 FRESHMAN YEAR

- ◆ Research your career options based on your interests, talents, and goals.
- ◆ Choose a career cluster.
- ◆ Create an Alabama Education Plan (see page 3).
- ◆ Do your best work in all your classes. Course selection and grades really do count when you are applying to colleges and training programs.
- ◆ Keep a folder or portfolio of your activities, awards, accomplishments, and work experience, and add to it during your high school career.

GRADE 10 SOPHOMORE YEAR

- ◆ Continue building the strongest possible academic record.
- ◆ Consider taking the PLAN (pre-ACT) if you plan to apply to a two-year college or university in the future.
- ◆ Consider taking the PSAT (preliminary SAT/National Merit Scholarship Test) if you plan to apply to a two-year college or university in the future.
- ◆ Use the information in your portfolio to create a resume.
- ◆ Apply for summer jobs, internships, or volunteer activities related to your career cluster.

GRADE 11 JUNIOR YEAR

- ◆ Take the PSAT/NMSQT.
- ◆ Use resources available at your school (books, online tools, college fairs, etc.) to research postsecondary education options related to your career goals.
- ◆ Register to take either the ACT or the SAT I and SAT II Subject Tests. There are testing dates every month from January through June. Registration deadlines are approximately four weeks before each testing date.
- ◆ Apply for summer jobs, internships, and volunteer activities related to your career goals.

GRADE 12 SENIOR YEAR

- ◆ In the fall, apply to postsecondary programs and retake any standardized college admissions tests if you would like to improve your score.
- ◆ Beginning in November, complete college financial aid forms. Deadlines and required data differ from school to school, so read the instructions carefully.
- ◆ In the spring, choose your postsecondary program on the basis of where you have been accepted, costs, etc.
- ◆ Continue doing your best work. Most schools require a final transcript before making your acceptance official.



COLLEGE PREP: Getting Accepted

The college admissions process can be stressful and a bit scary, especially if you are the first in your family to apply. Give yourself the best shot at getting into a college program that matches your goals by following these five steps:

1. Make the Grade

Your grade point average really does count, so do your best work on every assignment, pay attention in class, and participate in group discussions.

2. Get Involved

Build teamwork and leadership skills by joining clubs and teams at your school, volunteering for service projects, and participating in church or community activities.

3. Make a List

Before you can apply to college, you have to figure out what you would like to study and what matters most to you (like location, size, or religious affiliation). Use the college guides in your local library, school library, or counselor's office to start making a list of colleges that interest you.

4. Plan for Tests

Most colleges want scores from the ACT, SAT, or SAT II tests. See what tests the schools on your list require, sign up to take them in time to include the scores on your application, and then practice the free SAT sample questions.

5. Be Neat and Complete

Before you send in a college application, double-check your spelling, make sure nothing is missing, and save a copy just in case you have to submit it again.

PAYING YOUR WAY: Financial Aid

Every Alabama student can afford to go to college. It just takes a little planning. Put your college dreams within financial reach by taking these five steps:

1. Consider a Community College

Alabama's public and private two-year colleges offer an affordable way to earn an associate's degree or complete enough credits to transfer into a four-year school as a junior.

2. Weigh Your Options Attending one of Alabama's four-year public or private schools cuts travel costs and other living expenses, as compared to attending schools out of state. In addition, public schools offer reduced in-state tuition, and, if there's a college nearby, you can save even more by living at home.

3. Rise to the Top

Apply to a couple of schools at which your grades and accomplishments put you near the top of the typical applicant pool. Since your application will stand out, you'll be more likely to qualify for scholarships and other merit aid.

4. Do a Little Digging

More than one million local, national, and college-specific scholarships are available each year. Ask your school librarian and counselor for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source FastWeb.

5. Apply for Aid

Fill out the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of the year you'll be starting college. FAFSA forms and instruction booklets are available in your guidance counselor's office. Some schools also require the CSS/Financial Aid Profile form, and others have their own financial aid forms. Carefully read each college's application to figure out what forms you need to submit and when.

Tool Box



Resource Shelf

Use these websites and other resources available from your school counselor to learn more about careers, career clusters, and educational and job opportunities in high school and beyond.

ACCESS

ACCESS (Alabama Connecting Classrooms, Educators, and Students Statewide) Distance Learning provides opportunities and options for Alabama public high school students to engage in advanced placement (AP), elective, and other courses to which they may not otherwise have access.

Alabama Career Information Network

This new Web portal increases Alabama students' and families' access to valuable career exploration activities and college financial aid information.

Alabama Commission on Higher Education

Click on "Colleges & Universities" within this website for a list of four-year institutions in Alabama.

The Alabama Community College System

Learn all about the public and private two-year colleges in Alabama. Connect directly to each school's website to see the courses, majors, degrees, and scholarships it offers to Alabama students.

Alabama Tech Prep

This booklet is sponsored by Alabama Tech Prep. The goal of Tech Prep is to create a smooth transition from high school to college and to a career.

Alabama Virtual Library

This Alabama Legislature-funded site provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources.

America's Career InfoNet

Use this site to search for occupational information, industry information, and state-specific labor market information.

Career Voyages

This career planning resource helps students, parents, career changers, and career advisors.

O*NET (Occupational Information Network)

O*NET provides full information on occupations, including state-by-state salary data, employment prospects, and skill matching for students.

U.S. Department of Labor Occupational Outlook Handbook

A valuable resource for both counselors and students, this federal website offers updated information on careers, job responsibilities and working conditions, salaries, and what jobs will be available in the future.

Articulation agreements: formal agreements between or among educational organizations (high schools, community colleges, and universities) that allow students to receive college credit for courses taken in high school.

Associate's degree: a two-year degree awarded by a community college.

Bachelor's degree: a four-year degree awarded by a college or university.

Career and technical student organizations (CTSOs): co-curricular organizations for students that offer activities and competitions related to particular careers.

Career Clusters: identifies pathways from high schools to two- and four-year colleges, technical schools, graduate schools, apprenticeship programs, and workplace so that learners can recognize the relationship between what they learn in school and what they can do in the future.

Career Pathways: pathways are sub-groupings of occupations/career specialties. Occupations/Career specialties are grouped into Pathways based on the fact that they require a set of common knowledge and skills for career success.

Doctoral degree: a degree awarded by universities for study beyond a master's degree. May also be called a Ph.D. or a first professional degree.

Dual enrollment: a program between Alabama public colleges and universities and local boards of education that allows high school students to enroll in certain approved college-level courses to receive both high school and college credit.

ECEP (Early College Enrollment Program): a program that allows juniors and seniors to have full-time enrollment at an Alabama public college or university while still graduating with their class and staying involved with high school activities.

Extended learning experiences: participation in career and technical student organizations, co-curricular activities, job shadowing, internships, or community service.

Internship: an extended learning experience that gives students an opportunity to work temporarily at an entry-level job in a career that interests them.

Job shadowing: an extended learning experience in which students observe professionals in particular careers as they go through a day on the job.

Master's degree: a degree awarded by universities for study beyond a bachelor's degree.

Postsecondary education: education beyond high school. Middle and high school are referred to as *secondary education*, so *postsecondary* means after high school.

STARS (State Transfer & Articulation Reporting System): STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama.



