

Health Education, Health Care Management, Nursing, Pre-Med, & Pre-Physical Therapy

Possible Careers (visit <http://www.online.onetcenter.org> for more information on these careers. Most will require additional education or certification.)

- Dental Assistant
- Dietician
- Early Intervention Nurse
- Epidemiologist
- Fitness Trainer
- Forensic Technician
- Health Care Management
- Health Educator
- Health Insurance Consultant
- Health Policy Writer
- Health Researcher
- Laboratory Technician
- Lactation Consultant
- Medical Social Worker
- Nutritionist
- Occupational Therapist
- Parent Educator
- Pharmaceutical Sales
- Pharmacy Technician
- Physical Therapy Aide
- Physical Therapist
- Physicians Assistant
- Psychiatric Technician
- Quality Assurance Officer
- Nutritionist
- Registered Nurse
- Rehabilitation Therapist
- Recreation Therapist
- School Nurse
- Speech Pathologist
- Sports Trainer
- Weight Loss Counselor

Qualifications from a REAL Job Description (become familiar with real job descriptions, qualifications, and skills)

Registered Nurse: Assists physicians, nurse practitioners and other medical/nursing staff by performing a variety of activities such as taking patient histories, providing patient follow up, performing screening tests including phlebotomy, administering prescribed treatment and medication, and auditing services of unlicensed personnel. Assesses the need for and gives immunization injections. Instructs, educates and counsels patients on a variety of medical and health care topics related to pregnancy care, family planning, infant/child/adolescent health, communicable diseases, HIV antibody testing and other general medical/nursing issues. Advises medical/nursing staff of changes in patient health status. Observes, reports and records medications, immunizations, and treatments given and makes assessments of patients' physical, emotional, and socio economic circumstances. A license to practice as a Registered Nurse issued by the California Board of Registered Nursing is required.

Potential Action Verbs for Resume (words to use to preface skills in active or past tense depending on experience)

- Advised
- Analyzed
- Approved
- Assessed
- Cared
- Checked
- Collected
- Counsels
- Created
- Delivered
- Developed
- Educated
- Established
- Evaluated
- Facilitated
- Helped
- Identified
- Implemented
- Improved
- Increased
- Informed
- Injected
- Interviewed
- Measured
- Monitored
- Observed
- Performed
- Provided
- Recorded
- Referred
- Rehabilitated
- Reported
- Researched
- Reviewed
- Scheduled
- Updated

Potential Key Words and Skills for Resume (To be used in phrases or with action verbs)

Skills

- Case Note Documentation
- Client Empowerment
- Confidentiality
- Counseling
- CPR/ First Aid
- Group Facilitation
- Health Education
- HIPPA Compliance
- Immunization
- Inter-agency Collaboration
- Patient Follow-Up

- Patient History
- Patient Needs Assessment
- Rehabilitation Counseling
- Resource Referral
- Screening Tests
- Service Coordination
- Substance Abuse Treatment
- Symptom/ Disease Recognition
- Treatment Plan Development
- Vital Sign Collection

Traits

- Active Listening

- Adaptability
- Client Centered
- Deductive Reasoning
- Dependable
- Empathetic
- Ethical
- Inductive Reasoning
- Logical
- Independent
- Objective
- Professional
- Responsible

Team Player

Computer Skills

- Adobe Products
- Internet Research
- Microsoft Access
- Microsoft Excel
- Microsoft FrontPage
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Word
- SPSS

Jobs and Internships (the best place to look for a job is by visiting the website of a potential employer)

Social Service Agencies (check for Fulltime, Part-time, Volunteer and Internship positions)

American Red Cross

http://www.redcross.org/jobs/0,1115,0_316_,00.html

Angel View Crippled Children's Foundation

<http://www.angelview.org/employment.html>

Bienestar Human Services (Inland Empire Branches)

<http://www.bienestar.org/Employment.asp>

Blood Banks of San Bernardino & Riverside Counties

http://employment.bbsbrc.org/employment/openPositions_lst.aspx

Casa Colina Center for Rehabilitation

<http://www.casacolina.org/about/employment.shtml>

Desert AIDS Project

<http://www.desertaidsproject.org/employment/index.html>

Social Service Agencies Cont. (check for Fulltime, Part-time, Volunteer and Internship positions)

Foothill Aids Project	http://www.fapinfo.org/jobs.php
Inland Empire Health Plan	http://www.iehp.org/Secure_Site/CMS/Frames/Index_Jobs.htm
Inland Regional Center	http://www.inlandrc.org/
Leroy Hanes Center for Children and Family Services	http://www.leroyhanes.org/humanresources/Opening/
Oak Grove Institute	http://www.oakgroveinstitute.com/employment.html
Olive Crest	http://www.olivecrest.org/site/PageServer?pagename=car_careers
Pacific Clinics	http://www.pacificclinics.org/employment.asp
Planned Parenthood of Orange and San Bernardino Counties	http://plannedparenthoodosbc.org/staff/open.asp
Planned Parenthood of San Diego and Riverside Counties	http://www.planned.org/site/PageServer?pagename=JO_JobsList
Ramona VNA and Hospice	http://www.ramonavna.org/employment.htm
US Adaptive Recreation Center	http://www.usarc.org/

Hospitals/ Medical Centers/ Medical Groups/ Clinics (check for Fulltime, Part-time, Volunteer and Internship positions)

Arrowhead Regional Medical Center	https://www.arrowheadmedcenter.org/home.aspx
Barstow Community Hospital	http://barstowhospital.com/body.cfm?id=7
Bear Valley Community Hospital	http://www.bvchd.com/index_files/page0005.html
Beaver Medical Group	http://www.beavermedicalgroup.com/jobs.html
Chino Valley Medical Center	http://cvmc.com/employment.htm
Community Hospital of San Bernardino	http://www.chsb.org/
Corona Regional Medical Center	http://www.coronaregional.com/p11.html
Desert Medical Center	http://www.desertmedctr.com/CwsContent/desertmedctr/careers/
Desert Valley Hospital/ Medical Group	http://www.dvmc.com/dvmc/hospital/employment/index.asp
Family Practice Associates	http://www.dfpa.com/jobs/
High Desert Medical Center	http://serv1.hdmc.org/careers_list.html
Inland Valley Regional Medical Center	http://www.ivrmc-rsmc.com/p11.html
LaSalle Medical Associates	http://www.lasallemedical.com/jobs/
John F. Kennedy Memorial Hospital	http://www.jfkmemorialhosp.com/CWContent/jfkmemorialhosp/Careers/
Kaiser Permanente Hospital	http://www.kaiserpermanentejobs.org/external.asp
Loma Linda University Adventist Health Science Center	http://www.llu.edu/hrm/jobs/
Magan Medical Clinic, Inc.	http://www.maganclinic.com/employment.asp
North American Medical Management	http://www.nammcal.com/cgi-bin/jobs.cgi
Parkview Community Hospital Medical Center	http://www.pchmc.org/
Redlands Community Hospital	http://www.redlandshospital.com/RCH-Employment.html
Riverside Community Hospital	http://www.riversidecommunityhospital.com/CustomPage.asp?guidCustomContentID=BA476F89-27A8-4B61-8BE7-3F95C9F042A4
Riverside County Regional Medical Center	http://rcrmc.org/
Riverside Medical Clinic	http://www.riversidemedicalclinic.com/
Robert Ballard Rehabilitation Hospital	http://www.ballardhospital.com/Production/RehabHospitals/r_ballard_empl.asp
San Antonio Community Hospital	http://www.sach.org/asp/Jobs/topic_jobs.asp
San Bernardino Medical Group Incorporated	http://www.sbmed.com/Employment.html
San Bernardino Mountain Communities Hospital District	http://www.mchcares.com/c_index.php?wts=full2
San Geronio Memorial Hospital	http://www.sgmh.org/jobs.php
St. Bernardine Medical Center	http://www.stbernardinemedicalcenter.org/
St. Mary's Choice Medical Group	http://www.smcmg.com/employment.asp
Valley Health Systems	http://www.valleyhealthsystem.com/jobs.htm

Nursing Homes/ Retirement Homes/ Assisted Living Facilities (check for Fulltime, Part-time, Volunteer and Internship positions)

Apple Valley Retirement Care Center	http://www.avccc.org/Employment.htm
Braswell Family Senior Care	http://www.braswellshealth.com/career.htm
Country Villa Health Services	http://www.countryvillahealth.com/employment_opportunities.htm
Emeritus Assisted Living	http://jobsearch.emeritus.careers.monster.com/
Inland Christian Home	http://www.ichome.org/
Integrated Care Communities	http://www.icarecommunities.com/
Manor Care	http://hcr.appone.com/center.asp?ClientID=257
Merril Gardens	http://www.merrillgardens.com/com_team.php
Senior Living: Health Care Centers	http://www.healthcare-centers.com/indexcareer.html
Summerville Senior Living	http://www.summervilleseniorliving.com/careerops.html
Sunrise Senior Living	http://jobpath.com/csh/search.aspx?csh=CSHSUNRISESRLIV
The Village	http://www.thevillagehomet.com/pages/employment.html

Educational Organizations (search for non credentialed and staff positions)

California School Districts (database listing jobs throughout CA)	http://www.edjoin.org
California Community Colleges (database listing jobs throughout CA)	https://www.cccregistry.org/jobs/searchForm.aspx
California State University San Bernardino	http://adminfin.csusb.edu/hrd/employmenttopp.htm#Staff
Southern California Universities (database listing jobs in Southern CA)	http://www.socalherc.org/
University of Riverside	http://humanresources.ucr.edu/jobs/

Government Organizations (routinely hire for health related positions)

City of Riverside (check other local cities as well)	http://www.riversideca.gov/human/jobline/
City of San Bernardino (check other local cities as well)	http://www.ci.san-bernardino.ca.us/depts/hr/current_job_opportunities.asp
Federal Jobs	http://www.usajobs.opm.gov/
Patton State Hospital	http://www.dmh.cahwnet.gov/Statehospitals/Patton/HumanRes.asp
Riverside County	http://www.rc-hr.com/dnn/Employment/tabid/56/Default.aspx
San Bernardino County	http://www.jobaps.com/sbr/
United States Department of Veterans Affairs	http://www.lom.med.va.gov/index.php?page=default&path=employment

Job/Volunteer Search Engines (do not use these searches and resume posting sites as **only** means of job searching)

Idealist (Jobs and Internships at non-profits/ organizations)	http://www.idealists.org
MedHunters	http://www.medhunters.com/jobs/southern-california-ca-usa-province-area.html
Monstertrak (Jobs and Internships for CSUSB students and grads)	http://career.csusb.edu/jobsearchlogin.htm
Nurse Finders	http://www.nursefinders.com/
Opportunity Knocks (Jobs and Internships at non-profits/ organizations)	http://www.opportunitynocs.org/
Volunteer Center of San Bernardino (volunteer positions)	http://www.yourvolunteercenter.org/
Volunteer Center of Riverside (volunteer positions)	http://www.vcrivco.org/
Volunteer Match (volunteer positions)	

Clubs and Organizations (websites may also have info on careers, job searching, interviewing, resumes, etc.)

American College of Health Care Executives at CSUSB	http://health.csusb.edu/ClubsOrg.htm
American Nurses Association of California	http://www.anacalifornia.org/
American Physical Therapy Association	http://www.apta.org/AM/Template.cfm?Section=Home
California School Nurses Association	http://www.csno.org/
California Student Nursing Association at CSUSB	http://nursing.csusb.edu/cnsa.asp
Nutrition Student Association at CSUSB	http://health.csusb.edu/ClubsOrg.htm