

Human Development, Human Services, Psychology, Sociology, & Social Work

Possible Careers (visit <http://www.online.onetcenter.org> for more information on these careers)

- Adoptions Coordinator
- Advocate
- Art Therapist (art, dance, music)
- Behavior Modification Aide
- Case Worker
- Child Protective Services Worker
- Child Support Technician
- Community Outreach Worker
- Early Childhood Professional
- Employment Counselor
- Fundraiser/ Grant Writer
- Geriatric Social Worker
- Foster Care Worker
- Intake Counselor
- Health Educator
- Home Visitation Worker
- Licensed Clinical Social Worker
- Marriage and Family Therapist
- Mediator
- Medical Social Worker
- Non Profit Director
- Parent Education Coordinator
- Recreation Therapist
- Rehabilitation Counselor
- Researcher
- Social Service Coordinator
- Substance Abuse Counselor
- Victims Witness Advocate
- Urban Planning
- Welfare Case Manager
- Veterans Affairs Worker
- Victims Witness Advocate

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

Social Worker I: Evaluate social, physical, and mental functioning of clients through interviews, home visits, investigations of departmental records, and consultations with relevant agencies and individuals. Determine eligibility and specific social service needs and authorize services (e.g., homemaker assistance, food, lodging, transportation) according to program guidelines. Assist clients in identifying and defining dysfunctional behaviors relating to specific program service areas and suggest alternative courses of action to resolve or alleviate identified problems. Monitor clients' progress toward achieving mutually agreed upon goals and provides supportive guidance to strengthen functioning and increase self sufficiency. Determine when services should be terminated. Screen applicants and refer those with problems beyond the particular functional area of the position's assignment to other staff or agencies.

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

- Analyzed
- Assessed
- Converted
- Corrected
- Created
- Cultivated
- Delivered
- Developed
- Established
- Evaluated
- Facilitated
- Formed
- Handled
- Helped
- Identified
- Implemented
- Improved
- Increased
- Insured
- Investigated
- Modified
- Monitored
- Observed
- Performed
- Placed
- Protected
- Rehabilitated
- Reported
- Researched
- Restructured
- Reviewed
- Scheduled
- Stimulated
- Supervised
- Taught
- Updated

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

Skills

- Active Listening
- Assessment
- Case Notes
- Client Empowerment
- Community Development
- Confidentiality
- Counseling
- Curriculum Development
- Diversity Training
- Goal Setting
- Group Facilitation

- Holistic Treatment
- IEP Development
- Inter-agency Collaboration
- Interviewing
- Needs Assessment
- Positive Discipline
- Rehabilitation Counseling
- Resource Referral
- Service Coordination
- Strategic Planning
- Substance Abuse Treatment
- Treatment Plan Development

Traits

- Conscientious
- Client Centered
- Dependable
- Empathetic
- Ethical
- 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
- Peoplesoft
- 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 full time and internship positions)

- | | |
|---|---|
| Ability First | http://www.abilityfirst.org/employment/employment_openings.asp |
| American Heart Association | http://www.americanheart.org/presenter.jhtml?identifier=1200032 |
| American Red Cross | http://www.redcross.org/jobs/0,1115,0_316_,00.html |
| Angel View Crippled Children's Foundation | http://www.ankabhs.org/careers.html |

Social Service Agencies Cont. (check for full time and internship positions)

California State University San Bernardino– Career Development Center

Arrowhead United Way	http://www.arrowheadunitedway.org/employment.htm
Blood Bank of San Bernardino & Riverside	http://employment.bbsbrc.org/employment/openPositions_1st.aspx
Bienestar Human Services (Inland Empire Branches)	http://www.bienestar.org/Employment.asp
Boys and Girls Club of America	http://www.bgca.org/careers/
Boys and Girls Club of Redlands	http://www.bgcr.org/main.asp?id=38
Boys and Girls Club of Southwest County	http://www.bgcswc.org/jobs.htm
Boys Republic	http://www.boysrepublic.org/employment.html
Blindness Support Services Inc.	http://www.blindnesssupport.com/job.htm
Braille Institute– Desert Regional Center	http://www.brailleinstitute.org/About/EmploymentOpportunities.htm#DCjobs
Casa Colina Center for Rehabilitation	http://www.casacolina.org/about/employment.shtml
Catholic Charities of LA (Pomona Branch)	http://www.catholiccharitiesla.org/humanresources.htm#jobs
Community Action Partnership of San Bernardino	http://www.co.san-bernardino.ca.us/csd/jobs.htm
ChildNet Youth & Family Services	http://childnet.net/employment.asp
Christian Counseling Services	http://christiancounselingservice.org/about_us.html
Community Foundation	http://www.thecommunityfoundation.net/about/jobs.html
Desert AIDS Project	http://www.desertaidproject.org/employment/index.html
Diocese of San Bernardino	http://www.sbdioocese.org/JobPostings.cfm
Easter Seals	http://southernca.easterseals.com/site/PageServer?pagename=CALA_job_opportunities
EMQ	http://www.emq.org/employment/hotjobs.shtml
Episcopal Community Services	http://www.ecscalifornia.org/HR/main.shtml
Girl Scouts of San Gorgonio Council	http://www.gssgc.org/HR/JOBS.html
Girl Scouts– Spanish Trails Council	http://www.gsspanishtrails.org/employop.html
Goodwill of Southern California	http://www.goodwillsocal.org/index.php/whoweare/employment
Father Joe's Villages (Martha's Village in Indio)	http://www.fatherjoesvillages.org/hr/indio.html
First Five San Bernardino County	http://www.first5sanbernardino.org/about_us/employment.asp
First Five Riverside County	http://www.rccfc.org/jobopps.cfm
Foothill Aids Project	http://www.fapinfo.org/jobs.php
Holy Family Services	http://www.hfs.org/career.html
House of Ruth	http://www.houseofruthinc.org/index.cfm/fuseaction/Contributions.Job
Housing Authority of the County of San Bernardino	http://hacsb.com/Job_Opportunities.htm
Inland Empire Health Plan	http://www.iehp.org/Secure_Site/CMS/Frames/Index_Jobs.htm
Inland Empire United Way	http://ieuw.org/careers.htm
Inland Regional Center	http://www.inlandrc.org/
Knotts Family Agency	http://knottsfamilyagency.org/employment.html
Leroy Hanes Center for Children and Family Services	http://www.leroyhanes.org/humanresources/Openings/
Loma Linda University Adventist Health Science Center	http://www.llu.edu/hrm/jobs/
MFI Recovery	http://www.mfirecovery.com/services.asp
Mizell Senior Center	http://www.mizell.org/Pages/employment.htm
Oak Grove Institute	http://www.oak-grove.org/employment.shtml
Oasis Center	http://www.starsgroup.org/recruiter/poslst.php
Olive Crest	http://www.olivecrest.org/site/PageServer?pagename=car_careers
Pacific Clinics	http://www.pacificclinics.org/employment.asp
Peppermint Ridge	http://www.peppermintridge.org/jobs/jobs.htm
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_JobList
Ramona VNA and Hospice	http://www.ramonavna.org/employment.htm
Rancho Cucamonga and Fontana YMCA	http://www.rcfymca.org/jobs/

Social Service Agencies Cont. (check for full time and internship positions)

Sharper Future	http://www.sharperfuture.com/employment_opportunities.htm
Trinity Youth Services	http://www.trinitycfs.org/employment.asp
US Adaptive Recreation Center	http://www.usarc.org/
Walden Family Services	http://www.waldenfamily.org/employment.html
YMCA of the Desert	http://desertymca.org/joblist.html
YMCA East Valley	http://www.ymcaeastvalley.org/jobs.htm

Educational Organizations (search for classified, 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.ccregistry.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 accounting and finance 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
Riverside County Superior Courts	http://www.riverside.courts.ca.gov/jobs/index.html
San Bernardino County	http://agency.governmentjobs.com/sanbernardino/
San Bernardino County Superior Court	http://www.co.san-bernardino.ca.us/courts/html/genInfo_employment.asp?html=1

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.idealist.org
Hands on Inland Empire (volunteer positions)	http://handsoninlandempire.com/HomePage/index.php/home.html
Monstertrak (Jobs and Internships for CSUSB students and grads)	http://career.csusb.edu/jobsearchlogin.htm
Opportunity Knocks (Jobs and Internships at non-profits/ organizations)	http://www.opportunitynocs.org/
SocialWorkJobBank (positions for social workers)	http://socialworkjobbank.com/
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)	http://www.volunteermatch.org/

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

American Association of Marriage and Family	http://www.aamft.org/
American Counseling Association	http://www.counseling.org
American Sociological Association	http://www.asanet.org
Future Social Workers in Action at CSUSB	http://www.freewebs.com/fswaclub/
National Association of Social Workers	http://www.socialworkers.org/
National Board of Certified Counselors	http://www.nbcc.org/
Psychology Club at CSUSB	http://psychology.csusb.edu//
Psychology Students Concerned with Ethnic Issues (PSCEI) at CSUSB	http://psychology.csusb.edu//
Social Work Student Association (SWSA) at CSUSB	http://sociology.csbs.csusb.edu/SociologyClub.html
Western Psychological Association	http://socialwork.csusb.edu/SW_Org.htm#SWSA http://psychology.csusb.edu//