

## Exploring Careers in Family and Community Services Notes (Key)

Complete each section with information for careers in Family and Community Services.

Human Services Cluster	<ul style="list-style-type: none"><li>• Family and Community Services</li></ul>
Achieve Texas	<ul style="list-style-type: none"><li>• College and Career Initiative</li></ul>
Programs of Study	<ul style="list-style-type: none"><li>• Dieticians</li><li>• Geriatric Care Manager</li><li>• Social and Community Services Manager</li></ul>
High School (list courses you have taken)	<ul style="list-style-type: none"><li>• answers will vary</li></ul>
On-the-Job Training (list three)	<ul style="list-style-type: none"><li>• answers will vary</li></ul>
Certificates (possible)	<ul style="list-style-type: none"><li>• Food Manager</li><li>• Heartsaver® CPR</li><li>• ServSafe®</li><li>• OSHA CareerSafe</li></ul>
Associate Degree (list three)	<ul style="list-style-type: none"><li>• answers will vary</li></ul>
Bachelor Degree (list three)	<ul style="list-style-type: none"><li>• answers will vary</li></ul>
Graduate Degree (list three)	<ul style="list-style-type: none"><li>• answers will vary</li></ul>

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Obtaining Employment	<ul style="list-style-type: none"> <li>• career portfolio</li> <li>• résumé</li> <li>• certifications</li> <li>• record of skills attained</li> <li>• letters of reference</li> <li>• completed job application</li> <li>• interview skills</li> </ul>
Maintaining Employment	<ul style="list-style-type: none"> <li>• arrive to work on time</li> <li>• work responsibly</li> <li>• work safely</li> <li>• respect the business</li> <li>• maintain a positive attitude</li> <li>• complete assigned tasks</li> </ul>
Terminating Employment	<ul style="list-style-type: none"> <li>• two weeks notice</li> <li>• submit letter of resignation</li> </ul>
Continued Education	<ul style="list-style-type: none"> <li>• certificate programs</li> <li>• conferences</li> <li>• educational opportunities</li> <li>• meetings</li> <li>• seminars</li> <li>• webinars</li> </ul>
Entrepreneurship Opportunities - Advantages	<ul style="list-style-type: none"> <li>• ownership</li> <li>• job satisfaction</li> <li>• earning potential</li> </ul>
Entrepreneurship Opportunities - Disadvantages	<ul style="list-style-type: none"> <li>• financial risk</li> <li>• competition</li> <li>• no guarantees</li> </ul>