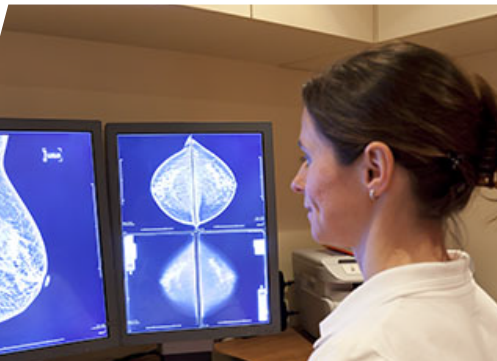




# HEALTH CAREERS

A Guide to Finding Entry-Level  
Jobs in Health Care



Teacher's Guide

## Dear Teachers:

The United States Department of Labor projects that the field of health care will continue to experience tremendous job growth over the next decade. This growth provides an excellent opportunity for adult learners to enter into a stable career with opportunities for advancement. Many of these high-demand health jobs require less than two years of professional training.

This teacher's guide includes teaching suggestions, lessons and activities that will help to increase student knowledge about health careers. We have focused on four career sectors: 1) patient care; 2) imaging and diagnostics; 3) health information and records (informatics); and 4) administrative and support services. These areas encompass a wide-range of positions with a variety of job duties and responsibilities.

This curriculum, targeted to ESOL and ABE students at an intermediate or above level, is intended to provide a general overview of career information and resources. Please be assured that you do not need to be an expert in health careers to teach this curriculum. Your role is to provide students with a general understanding of the types of health careers they can pursue and the career resources and educational opportunities available in your community. Organizations such as Career Source Florida, Job Corps, local school district adult education programs, career and technical centers and state/community colleges are often able to provide students with individual career planning assistance.

This publication is intended to serve as a basic introduction. We recommend that students who are interested in pursuing a health career conduct additional research regarding the position responsibilities, training requirements, salaries and job opportunities for the occupation in which they are interested.

If you are interested in incorporating other health-related topics into your instruction, check out FLC's [\*Staying Healthy: An English Learner's Guide to Health Care and Healthy Living and Staying Healthy for Beginners.\*](#)

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**Florida Literacy Coalition**

Florida's Adult and Family Literacy Resource Center

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# Section 1: Prepare for a Health Career

## Student Guide pages 1-5

### Learning Objectives

1. Students will be able to explain the difference between a job and a career.
2. Students will be able to list three types of job training.
3. Students will understand the difference between starting pay and median pay.
4. Students will be able to describe the relationship between training and job advancement.

### Key Vocabulary

**Job**  
**Career**  
**Career Field**  
**Career Goals**  
**Job Skills**  
**Certificate**  
**Associate Degree**  
**Pay Range**  
**Starting Pay**  
**Raise**  
**Median pay**  
**High-Demand Jobs**  
**Job Shadowing**  
**Health Care Jobs**

## Suggestions for Teaching Content

- Key vocabulary words are bolded in the text. Encourage students to refer to the glossary for detailed definitions. Help students to locate and pronounce the key vocabulary before reading the text.
- Have students take turns reading the text. Ask them to write down any words or concepts they do not understand. Discuss the words students have listed.
- When introducing the concept of a career ladder, point out that each step has a different level of skills and wages. Explain that job level and pay are usually influenced by a student's experience, skills, training, and education.
- Discuss the common types of training: on-the-job, certificate program and degree program. Explain how training programs can build on one another. For example, a certified nursing assistant (CNA) can enter a bridge program to become a registered nurse (RN). This bridge program will give the student credit for all the previous classes that were taken.

- Help students to read the “Certificate or Associate Degree” chart and identify the relationship between pay and training.
- Starting pay and median pay are listed for each job description in the next section. The chart on page 5 illustrates how median pay is calculated. This is a good opportunity to review how to read a chart as well as to illustrate how to calculate the median of a group of numbers.

## Ideas to Encourage Discussion

- Ask students to explain the difference between a career and a job (a job is work that you can have at any time and in any field; a career is seen as a sequence of related jobs usually pursued within a single industry or sector e.g. “a career in healthcare”).
- Have students explore [FloridaShines](#) (a program of MyCareerShines), which is a free online career planning system that provides career and educational exploration and information. MyCareerShines includes assessments for interests, skills and values as well as information on careers and post-secondary education. MyCareerShines is available for use by all Floridians at no charge.
- Break students into small groups and have them discuss their answers to the career questions listed on page 3.
- Ask students why it is important to consider their likes and dislikes when deciding on a career.
- Brainstorm a list of people that students can talk to for career advice. Explore other ways to find career information, including school resources, library and the internet.
- Discuss the qualities needed to be a good health care worker. Ask students to add more qualities to the list.

## Types of Training

Training is a good way to learn job skills. These skills can help you get a new job with better pay. Some jobs offer on-the-job training. This means you learn the skills while working. Other jobs require a certificate or degree to be hired.

You may have a few questions. Why should I get training? Is it worth the cost?

A **CERTIFICATE (C)** is a document that proves that you took special classes to learn new skills. It can take a few days or months to earn this. You may be required to pass a test at the end of the training to get a certificate.

An **ASSOCIATE DEGREE (A)** is a college degree that takes two years or more to finish.

Certificate or Associate Degree?

Job	Average Hourly Pay
Home Health Aide	\$11.00
Medical Assistant (C)	\$14.00
Medical Administrative Specialist (C)	\$15.50
Pharmacy Technician (C)	\$15.00
Dental Assistant (C)	\$18.50
Licensed Professional Nurse (C)	\$21.00
Cardiovascular Technician (C)	\$24.50
Respiratory Therapist (A)	\$27.00
Physical Therapist Assistant (A)	\$28.50
Dental Hygienist (A)	\$30.50
Registered Nurse (A)	\$31.50

### Compare

Look at the jobs in this table. The jobs with (C) at the end need a Certificate. The jobs with (A) at the end need an Associate Degree. What do you notice about the salaries of the different jobs?

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## Page 4

- Ask students to discuss their training experiences. What type of school did they attend? How long was the program? How expensive? Did they receive a certificate or degree?
- Brainstorm a list of health care job training locations in your community.

## Understanding What a Job Pays

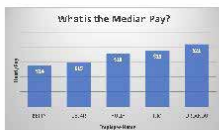
### How much does it pay?

This is an important question to ask when picking a career. Most jobs have a **PAY RANGE**. This range includes a low number and a high number.

The low number is called **STARTING PAY**. This is what a person who is new at a job will often be paid. After working for a while you might get more pay. This is called a **RAISE**.

This guide tells you the **MEDIAN PAY** in Florida for each job. The median pay is the amount usually earned by people with job experience.

How is the median pay decided? You start by putting the numbers in order from lowest to highest. The median is the number in the middle of the group. Half the pay is higher than the median pay and half is lower.



These five people have jobs as dental assistants. Holly earns \$18 per hour. This is the median pay because it is the number in the middle of the group.



**HIGH DEMAND** jobs are fast growing jobs. More trained people are needed to do them. You may be able to get extra help to pay for training. Visit [Career Source Florida](#) to find out about jobs in your area.

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## Page 5

- Encourage students to consider the importance of pay range, training and experience. Ask students, “If five different people applied for the same job at the same level, would everyone be offered the same pay? Why or why not?” (Explain that someone with more training/education might be paid more.)
- Ask students about their job experiences. Have they ever received a raise? Why would an employer give a worker a raise?

# Class Activities and Projects

## Activity 1: Health Career Reading Activity

The purpose of this activity is to reinforce vocabulary and reading skills. The student worksheet can be found at the end of this guide.

### Teaching Steps

1. Read the story to the students. Assess understanding after each paragraph, especially the vocabulary.
2. Read the entire story again.
3. Have students answer questions about the story.
4. Review the answers.

Juan wants a **career** in health care. His **career goal** is to be a nurse in a hospital. Juan started his career as a CNA (certified nursing assistant) in a nursing home. He really liked being a nurse and wanted to learn more.

Juan decided to get more training in his **career field**. He took more classes to become an LPN (licensed practical nurse). This is a **skilled job**. It has more duties and pays more money. Juan got a new job as an LPN at a hospital.

Juan is a good nurse. He wants to learn more skills. He applied for a scholarship to help pay for more training. He received an associate degree in nursing. He got a new job at the hospital and received a **pay raise**. Juan is now an RN (registered nurse). This is a **high-skilled job**.

Each time Juan had more training, he increased his **job skills**. He was able to do more things to help his patients.

### Answer Key

1. What did Juan choose as a career field? Nursing
2. What was his career goal? To become an RN
3. What jobs did Juan do in his career field? CNA, LPN, RN
4. Why do you think Juan choose this career field? He likes to help improve the health and well-being of patients
5. Where would Juan go to school to become an CNA? A vocational or technical college
6. Where could Juan go to get his associate degree? A community college

## Activity 2: Health Career Vocabulary Practice

### Teaching Steps

1. Copy the bottom half of this page and distribute to students as a half page worksheet.
2. Review the career and training vocabulary with students.
3. Have them work complete the worksheet individually and then review as a class.

The student worksheet can be found at the end of this guide.

### Answer Key

- |                       |  |
|-----------------------|--|
| __a_ career goal      | a. a plan about your career                                |
| __c_ career           | b. a college degree that takes two years or more to finish |
| __d_ career field     | c. a profession that someone does for a long time          |
| __b_ Associate Degree | d. a group of jobs that use many of the same skills        |
| __f_ starting pay     | e. the work people do as part of their jobs                |
| __e_ duties           | f. the pay that you might get at a new job                 |

# Section 2: Explore Jobs in Health

## Student Guide pages 6-19

### Learning Objectives

1. Students will list and explain the types of jobs in the four career areas listed in guide.
2. Students will explain the key terms used in the job descriptions.
3. Students will identify which jobs are in high demand.
4. Students will list at least one resource that can be used to research a specific job.

### Suggestions for Teaching Content

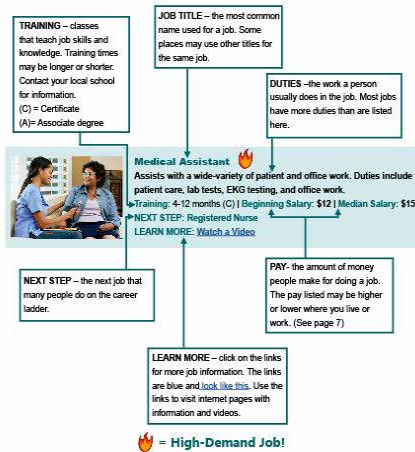
- Key vocabulary words are bolded in the text. Encourage students to refer to the glossary for detailed definitions. Help students to locate and pronounce the key vocabulary before reading the text.
- Allow extra time to review the sample job listing on page 8. Students may encounter unfamiliar medical terms or procedures in the job listings. Many of these terms are defined in the glossary.
- Point out that the pay data in the guide is based on 2017 data provided by the Florida Department of Economic Opportunity. Updated data can be found at <http://www.floridajobs.org/labor-market-information>
- Emphasize that training requirements vary from school to school. This guide provides a general idea of how long most programs take.
- Point out that even though some jobs do not require formal training, experience may be required.

### Key Vocabulary

Patient  
 Training  
 Job Title  
 Duties  
 Pay  
 Vital Signs  
 Administrative  
 Procedure  
 Imaging  
 Diagnostics  
 Hygiene  
 Surgery

### How to Use Job Boxes

The next pages list some common health care jobs. Use this example to learn the meaning of each word used in the job box. It is important find out more information on a job or career before making a choice.



Information on starting pay, median pay and high demand jobs is based on 2017 data provided by the Florida Department of Economic Opportunity. For updated data, visit <http://www.floridajobs.org/labor-market-information>



- Continue to emphasize the connection between training and pay.
- Choose a few key jobs in each section to review in detail, including the job video located next to LEARN MORE.
- Schedule a field trip to a local hospital or health clinic to see some of the health careers in action.

## Class Activities and Projects

### Activity 1: Health Care Career Jobs Quiz

#### Teaching Steps

1. Make a list of 10-12 job titles from the career guide. Select occupations that have distinct and differing responsibilities.
2. Divide students into two groups and give each group the list.
3. Read the job descriptions aloud and have the students guess the job title.
4. Each team receives 1 point for every correct answer. The team with the most points at the end of the game wins.
5. You can offer optional bonus points if students recall if the occupation requires a certificate, associate degree or no formal training.

### Activity 2: Health Care Job Reflection

#### Teaching Steps

The purpose of this activity is to help students consider what health care career might be a good fit for them. It can be used alone or can be used as the first step to begin Activity 3: Health Career Research Project. The student worksheet can be found at the end of this guide.

On the worksheet, students will answer the following questions:

1. Which health care job is the most interesting to you?
2. List three things you find interesting about this job.
3. List two reasons you would be good at this job? (Brag about yourself!)
4. What is something you can do now to prepare for this job?

## Activity 3: Health Career Research Project

### Teaching Steps

This activity will help students learn how to research health care jobs. Emphasize the importance of researching training requirements and job duties before choosing a profession.

Ask students to choose one or two careers from the book that might interest them. Assign students to complete a research project about this career and present their findings to the class. Students can use the included project worksheet as a framework to guide the research process. Direct students to use the resources listed in the guide as well as to contact local schools and career development centers. **This project will take more than one class to complete.**

Students can begin their research at these websites:

<https://explorehealthcareers.org/career-explorer/>

<https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx>

What job do you want to learn more about?	
What do people do in this job? (Job Duties)	
Where do people who have this job work?	
Why are you interested in this job?	
Where can you get training? How much will it cost?	
What does the job pay? (starting salary and median salary)	
If you could talk to someone who has the job, what questions would you ask?	
Where did you find information to answer these questions? -- Who can you talk to about the job? -- What internet sites have information about the job? -- What places can you call to get information?	

For students who are seriously considering a career in health, encourage and assist them to identify someone working in the occupation to interview. Friends, area hospitals, nursing homes, and health clinics can all be good resources to find someone willing to discuss their background and experience.

The student worksheet can be found at the end of this guide.

# Section 3 • How to Decide on a Career

## Student Guide pages 20-23



### Learning Objectives

1. Students will explain the different kinds of job skills.
2. Students will list common locations for job training.
3. Students will understand the difference between a loan and a scholarship.
4. Students will list at least two community career development/job training resources.

### Key Vocabulary

Job skills  
Accreditation  
Reputation  
Grants  
Scholarships  
Loan  
FAFSA

## Suggestions for Teaching Content

- Key vocabulary words are bolded in the text. Encourage students to refer to the glossary for detailed definitions. Help students to locate and pronounce the key vocabulary before reading the text.
- Have students take turns reading the text. Ask them to write down any words or concepts they do not understand. Discuss the words students have listed.
- Encourage students to investigate free or low-cost job skill training programs before other tuition-based programs. These include Career Source Florida; Job Corps; area state/community colleges; and career and technical centers.
- Encourage students to choose a school based on the specific type of training that they want.
- Inform students that there are non-profit and for-profit schools and colleges.
- Review some of the key elements (such as cost, accreditation status, retention rates and graduation rates) that students should consider.
- Discuss the differences between online and traditional classes. Make a list of the pro's and con's of each.

- Invite speakers from your local Career Source, technical center or community college to discuss their programs and academic services. Many local Area Health Education Centers (AHEC) also have health career education programs.
- Ask students to brainstorm their job skills. Have them identify which ones they need to improve. Ask them to write down the skills they do well. Explain that this will help the student “market” themselves to a prospective employer.
- Explore the certifications at [Florida Ready to Work](#), which is an employee credentialing program that tests job skills and work habits. The credentials can give students an advantage when applying for jobs or training programs.
- Explain it is important for students to know and be able to describe their strengths to others and to recognize their skills.

## Class Activities and Projects

### Activity: Comparing Schools

#### Teacher Instructions

This project can be a continuation of the Exploring Jobs in Health Care Research Activity or used on its own. The purpose is to help students develop their research and critical thinking skills.

Ask students to choose a specific type of health care training to research (LPN, X-ray Technician, etc). Encourage students to use several resources to complete the worksheet. They may need to call or visit local training schools to gather information. Once they have gathered information on the schools, have the students pick the best option. Discuss with the students their process for choosing a school.

Students will likely need teacher assistance to complete this project. It may be helpful to research a sample school as an example. The class may also want to make a list of local training and career resources as well as useful websites before starting the project.

The steps listed in the directions are just suggestions. Depending on your area and the type of training program, other resources may be required.

## Learn More: How to Choose a Training Program

Your friend Jamie has decided to sign up for a new career training program. He wants to be a \_\_\_\_\_ (choose a health care job). Jamie needs your help finding a school.

**Step 1:** Find 3 training schools in your area. List these schools on the worksheet. Visit the [Careeronestop](#) and [FloridaShines](#) websites for help.

**Step 2:** Find out if the schools are accredited. This is a review of a school to make sure it is good quality. Visit the [U.S. Department of Education](#) website. To search a school, type the name into the search box.

**Step 3:** Visit the [College Score Card](#) website to see if there is any information on the schools you picked. Click the + sign next to name. Type the school name into search box.

*If there is no information, move on to step 4.*

**Step 4:** Visit each school's website or call the school to fill in the worksheet.

Name of school	Is the school accredited?	How long is the training?	How much does it cost?	How many people finish the training? (Graduation rate)

The student worksheet can be found at the end of this guide.

# Resources: Helpful Links for Teachers and Students



## Health Career Information and Training Resources

Florida Shines: Explore Colleges and Universities

<https://www.floridashines.org/go-to-college/explore-colleges-universities>

Occupational Outlook Handbook: Health Care Occupations

<https://www.bls.gov/ooh/healthcare/home.htm>

Explore Health Careers

<https://explorehealthcareers.org/career-explorer/>

CareerOneStop Job Videos

<https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx>

CareerOneStop Training Directory

<https://www.careeronestop.org/Toolkit/Training/find-local-training.aspx?newsearch=true>

U.S. Department of Education - Check School Accreditation

<https://ope.ed.gov/accreditation/search.aspx>

College Score Card

<https://collegescorecard.ed.gov/>

Career Source Florida

<https://careersourceflorida.com/>

List of Florida Technical Schools (by county)

<http://www.fldoe.org/academics/career-adult-edu/dist-ps-instit.stml>

List of Florida Community Colleges

<http://www.stateofflorida.com/community-colleges.aspx/>

Florida Training Opportunities for People with Disabilities

<http://www.rehabworks.org/brochures.shtml>

Florida Ready to Work - Job Training Assessments

<http://www.floridareadytowork.com/studentandjobseekers/>

Money for College - Florida Department of Education

[https://www.floridastudentfinancialaidsg.org/pdf/nm4c\\_brochure.pdf](https://www.floridastudentfinancialaidsg.org/pdf/nm4c_brochure.pdf)

How to Apply for Federal Student Aid

<https://studentaid.ed.gov/sa/>

## Teacher Resources

Florida Department of Economic Opportunity Regional Demand Occupation List

<http://www.floridajobs.org/labor-market-information/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list>

Career Ready Practices: Advance CTE

<https://cte.careertech.org/sites/default/files/CareerReadyPractices-FINAL.pdf>

LINCS: Health Care Career Pathways

<https://lincs.ed.gov/publications/pdf/HealthCareCareerPathways.pdf>

Health Care Career Curriculum Resources

San Francisco Welcome Back Initiative—great language building activities

[http://welcomebackinitiative.org/englishhealthtrain.org/materials/module/1\\_1.htm](http://welcomebackinitiative.org/englishhealthtrain.org/materials/module/1_1.htm)

Center for Rural Health, University of North Dakota

[https://ruralhealth.und.edu/projects/scrubs-program/files/interactive\\_activities.pdf](https://ruralhealth.und.edu/projects/scrubs-program/files/interactive_activities.pdf)

Integrating Career Awareness into the ABE and ESOL Classroom

<http://www.collegetransition.org/docs/ICAcurriculumguide.pdf>

Farmworker Career Development

<http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=62>

# Appendix: Student Worksheets





# Prepare for a Health Career

Name: \_\_\_\_\_

*Listen and follow along as your teacher reads the following story.*

Juan wants a **career** in health care. His **career goal** is to be a nurse in a hospital. Juan started his career as a CNA (certified nursing assistant) in a nursing home. He really liked being a nurse and wanted to learn more.

Juan decided to get more training in his **career field**. He took more classes to become an LPN (licensed practical nurse). This is a **skilled job**. It has more duties and pays more money. Juan got a new job as an LPN at a hospital.

Juan is a good nurse. He wants to learn more skills. He applied for a scholarship to help pay for more training. He received an associate degree in nursing. He got a new job at the hospital and received a **pay raise**. Juan is now an RN (registered nurse). This is a **high-skilled job**.

Each time Juan had more training, he increased his **job skills**. He was able to do more things to help his patients.

*Answer the questions about the story.*

1. What did Juan choose as a career field? \_\_\_\_\_
2. What was his career goal? \_\_\_\_\_
3. What jobs did Juan do in his career field? \_\_\_\_\_
4. Why do you think Juan choose this career field? \_\_\_\_\_
5. Where would Juan go to school to become an CNA? \_\_\_\_\_
6. Where could Juan go to get his associate degree? \_\_\_\_\_

## Vocabulary Practice

Name: \_\_\_\_\_

Match the vocabulary word with the definition:

- |                        |  |
|------------------------|--|
| _____ career goal      | a. a plan about your career                                |
| _____ career           | b. a college degree that takes two years or more to finish |
| _____ career field     | c. a profession that someone does for a long time          |
| _____ Associate Degree | d. a group of jobs that use many of the same skills        |
| _____ starting pay     | e. the work people do as part of their jobs                |
| _____ duties           | f. the pay that you might get at a new job                 |

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## Vocabulary Practice

Name: \_\_\_\_\_

Match the vocabulary word with the definition:

- |                        |  |
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| _____ Associate Degree | d. a group of jobs that use many of the same skills        |
| _____ starting pay     | e. the work people do as part of their jobs                |
| _____ duties           | f. the pay that you might get at a new job                 |

# Health Career Research Project

It is very important to gather information about a new job or career. The questions in this activity will help you get started. Choose a career from the health career book that you want to learn about. With your teacher's help, answer these questions.

Name: \_\_\_\_\_

What job do you want to learn more about?	
What do people do in this job? (Job Duties)	
Where do people who have this job work?	
Why are you interested in this job?	
Where can you get training? How much will it cost?	
What does the job pay? (starting salary and median salary)	
If you could talk to someone who has the job, what questions would you ask?	
Where did you find information to answer these questions? <ul style="list-style-type: none"><li>• Who can you talk to about the job?</li><li>• What internet sites have information about the job?</li><li>• What places can you call to get information?</li></ul>	

# Learn More: How to Choose a Training Program

Name: \_\_\_\_\_

Your friend Jamie has decided to sign up for a new career training program. He wants to be a \_\_\_\_\_ (choose a health care job). Jamie needs your help finding a school.

**Step 1:** Find 3 training schools in your area. List these schools on the worksheet. Visit the [Careeronestop](#) and [FloridaShines](#) websites for help.

**Step 2:** Find out if the schools are accredited. This is a review of a school to make sure it is good quality. Visit the [U.S. Department of Education](#) website. To search a school, type the name into the search box.

**Step 3:** Visit the [College Score Card](#) website to see if there is any information on the schools you picked. Click the + sign next to name. Type the school name into search box.

*If there is no information, move on to step 4.*

**Step 4:** Visit each school's website or call the school to fill in the worksheet.

Name of school	Is the school accredited?	How long is the training?	How much does it cost?	How many people finish the training? (Graduation rate)

