

# Career Pathways

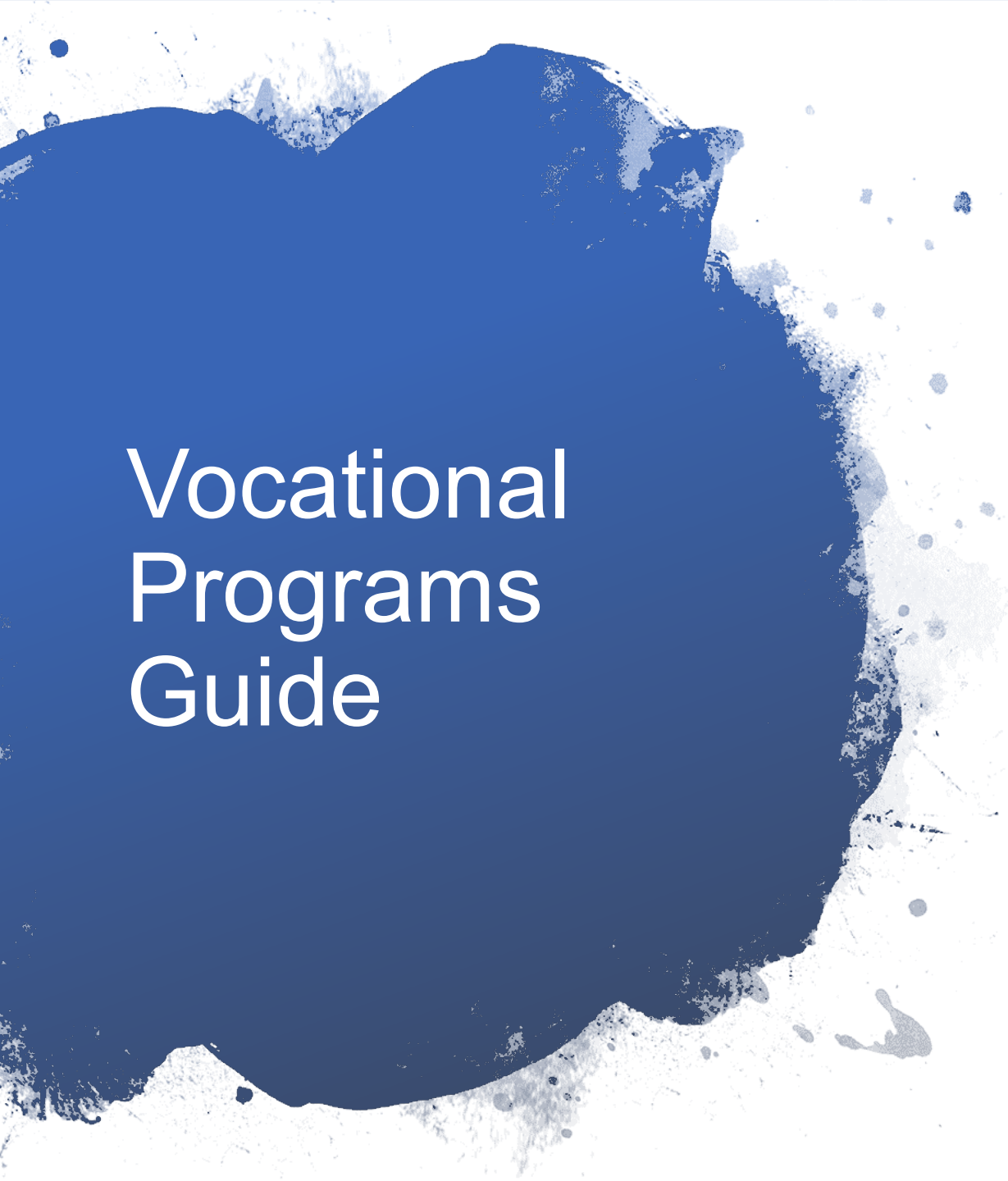


- Career pathways are typical paths by which an individual might reach employment in a certain occupation.
- These pathways are by no means the only way to become employed in a given occupation, but they do offer a general guideline to do so.
- While these career pathways are organized by industry, it should be noted that career pathways and occupations can be found across multiple industries.
- There is no obligation to use these resources and use of provided resources does not guarantee employment offers.

# Successful Career Path Steps



- **Be in learning mode:** Today's job market moves quickly. To keep up, you need to be prepared to add to your skillset. To find out which skills are most in demand in your industry, take a look at your peers' LinkedIn profiles. You'll learn which skills you'll need to advance.
- **Network:** Connecting with your peers can help you identify new directions for your career, even if you're not currently interested in changing careers.
- **Be flexible:** Don't hold too tightly to your career plan. Be open to opportunity and keep your ultimate goals in mind. What's important to you? What do you enjoy about your job and career, and what would you prefer to minimize at your next job?
- **Don't be afraid of a lateral move:** Sometimes you need to move sideways (or even backward) to get ahead. If a job offers you a chance to develop skills or connections that will be valuable later, be open to a lateral move.



# Vocational Programs Guide

## **Legal Programs**

- Criminal Justice
- Mediation
- Paralegal

## **Medical Programs**

- Administrative Medical Assistant
- Medical Coding & Billing
- Pharmacy Technician

# Career Path Examples

## Legal Programs

➤ Criminal Justice

**-Security Guard- Police Officer- FBI Investigator**

➤ Mediation

**-Office Coordinator- Dispute Coordinator-Ombudsman**

➤ Paralegal

**-Document Processor-Secretary- Attorney Paralegal**

## Medical Programs

➤ Administrative Medical Assistant

**-Office Secretary-Executive Assistant-Office Manager**

➤ Medical Coding & Billing

**-Records Clerk-Patient Service Rep- Billing Manager**

➤ Pharmacy Technician

**-Pharmacy Cashier- Billing Tech- Lead Pharmacy Tech**

## CRIMINAL JUSTICE

Criminal justice is the system in which crimes and criminals are detected, detained, tried, and punished. People who study criminal justice actually learn about all the different components and inner workings of the system.

The median annual wage for probation officers and correctional treatment specialists was \$49,360 in May 2015. Employment of probation officers and correctional treatment specialists is projected to grow 4 percent from 2014 to 2024, slower than the average for all occupations. Limited state and local government funding for corrections will temper employment growth. However, job openings should be plentiful because many people leave the occupation each year.

The median annual wage for police and detectives was \$60,270 in May 2015. Employment of police and detectives is projected to grow 4 percent from 2014 to 2024, slower than the average for all occupations. The continued desire for public safety is expected to lead to new openings for officers, although demand may vary by location.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook,  
2014-2024 Edition*

# CRIMINAL JUSTICE

Sample Job Titles	Sample Job Tasks
Agent	Prepare reports that detail investigation findings
Criminal Agent	Investigate organized crime, public corruption, financial crime, copyright infringement, civil rights violations, bank robbery, extortion, kidnapping, and other violations of federal or state statutes
Detective	Testify before grand juries concerning criminal activity investigations
FBI Investigator	Obtain and use search and arrest warrants
Narcotics Detective	Perform undercover assignments and maintain surveillance, including monitoring authorized wiretaps.
Police Officer	Investigate alleged parole violations, using interviews, surveillance, and search and seizure
Probation Officer	Identify and approve work placements for offenders with community service sentences
Security Guard	Maintain the order of legal documents, Secure assigned areas and more
State Trooper	Make arrest of criminals, perform traffic stops and more



## **MEDIATION**

Arbitrators, mediators, and conciliators facilitate negotiation and dialogue between disputing parties to help resolve conflicts outside of the court system. Many arbitrators, mediators, and conciliators work for state or local governments or in the legal services industry.

Arbitrators, mediators, and conciliators typically learn their skills through a combination of education, training, and work experience.

The median annual wage for arbitrators, mediators, and conciliators was \$58,020 in May 2015.

Employment of arbitrators, mediators, and conciliators is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Mediations and arbitrations are typically faster and less costly than litigation. However, budget constraints at the local and state level may limit employment growth.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook,  
2014-2024 Edition*

# MEDIATION

Sample Job Titles	Sample Job Tasks
Conflict Resolution Professional	Facilitate communication between disputants to come to mutual agreement
Dispute Coordinator	Clarify issues, concerns, needs and interest of all parties involved
Divorce Mediator	Set up appointments for parties to meet for mediation or arbitration
Facilitator	Conduct initial meetings with disputants to outline the process
Mediator	Settle procedural matters such as fees, or determine details such as witness numbers and time requirements
Ombudsman	Prepare settlement agreements for disputants to sign
Public Policy Coordinator	Hold private, confidential hearings, which are less formal than a court trial
Service Coordinator	Evaluate information from documents such as claim applications, birth or death certificates, and physician or employer records
Workers Compensation Mediator	Apply relevant laws, regulations, policies, or precedents to reach conclusions



## **PARALEGAL**

Paralegals and legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting documents.

Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, and government agencies. They usually work full time, and some may have to work more than 40 hours a week to meet deadlines.

The median annual wage for paralegals and legal assistants was \$48,810 in May 2015.

Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook,  
2014-2024 Edition*

# PARALEGAL

Sample Job Titles	Sample Job Tasks
Attorney Law Clerk	Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system
Closing Agent	Prepare for trial by performing tasks such as organizing exhibits
Contracts Specialist	Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements
Law Assistant	Direct and coordinate law office activity, including delivery of subpoenas
Document Processor	File pleadings with court clerk
Judicial Assistant	Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents
Law Clerk	Keep and monitor legal volumes to ensure that law library is up-to-date
Litigation Paralegal	Maintain the order of legal documents
Paralegal	Confer with court staff to clarify information

## **ADMINISTRATIVE MEDICAL ASSISTANT**

Administrative Medical Assistants typically perform routine clerical and administrative functions such as scheduling appointments, maintaining files, handle calls and other office support.

Educational requirements for administrative services vary by the type of organization and the work they do. They must have related work experience. The median annual wage for assistants was \$36,500 in May 2015.

Employment administrative assistants is projected to grow 3 percent from 2014 to 2024, slower than the average for all occupations. Many job openings will result from the need to replace workers who leave the occupation. Those with work experience, particularly experience using computer software applications to do word processing and create spreadsheets, should have the best job prospects.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook,  
2014-2024 Edition*

# ADMINISTRATIVE MEDICAL ASSISTANT

Sample Job Titles	Sample Job Tasks
Admin Assistant	Use computers for various applications, such as database management or word processing
Appointment Medical Scheduler	Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
Medical Secretary	Create, maintain, and enter information into databases
Medical Office Assistant	Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material
Office Assistant/Secretary	Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions
Office Support Assistant	Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
Program Assistant	Schedule and confirm appointments for clients, customers, or supervisors
Senior Administrative Support	Coordinate operational activities
Staff Assistant	Clerical functions for medical doctors

## **MEDICAL BILLING**

A medical billing specialist works closely with insurance companies, health care providers, and patients. Medical billers compile data from medical coders and submit claims to insurance companies and bill patients.

A high school diploma is typically required for most of these positions. These workers usually learn their job duties through on-the-job training and college programs. The median annual wage for was \$37,040 in May 2015.

Employment is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations. Employment growth will vary by specialty.

## **MEDICAL CODING**

Medical coders review patient information for preexisting conditions, retrieve patient records for medical personnel, and work as a liaison between the health clinician and billing offices.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook,  
2014-2024 Edition*

# MEDICAL BILLING and MEDICAL CODING

Sample Job Titles	Sample Job Tasks
Accounting Clerk	Verify accuracy of billing data and revise any errors
Bill Clerk	Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered
Evaluator	Prepare and process medical insurance claim forms and records
Insurance Coder/Rater	Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods
Medical Biller/Coder	Consult sources such as rate books, manuals, or insurance company representatives to determine specific charges or information such as rules, regulations, or government tax and tariff information
Medical Insurance Biller/Coder	Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages
Medical Records Clerk	Type billing documents, shipping labels, credit memorandums, or credit forms, using typewriters or computers
Patient Account Representative	Resolve discrepancies in accounting records
Patient Service Representative	Contact customers to obtain or relay account information

## **PHARMACY TECHNICIAN**

Pharmacy technicians help pharmacists dispense prescription medication to customers or health professionals.

Pharmacy technicians work in pharmacies, including those found in grocery and drug stores, and hospitals. Most work full time, but many work part time.

Becoming a pharmacy technician usually requires earning a high school diploma or the equivalent. Pharmacy technicians typically learn through on-the-job training, or they may complete a postsecondary education program. Most states regulate pharmacy technicians, which is a process that may require passing an exam or completing a formal education or training program.

The median annual wage for pharmacy technicians was \$30,410 in May 2015. Employment of pharmacy technicians is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

Source: Bureau of  
Labor Statistics, U.S.  
Department of  
Labor, *Occupational  
Outlook Handbook*,  
2014-2024 Edition



# PHARMACY TECHNICIAN

Sample Job Titles	Sample Job Tasks
Billing & Quality Technician	Receive written prescription or refill requests and verify that information is complete and accurate
Certified Pharmacy Technician (CPhT)	Prepack bulk medicines, fill bottles with prescribed medications, and type and affix label
Lead Pharmacy Tech	Prepare and process medical insurance claim forms and records
Pharmacist Assistant	Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information
Pharmacist Technician	Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer
Pharmacy Laboratory Technician	Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages
Pharmacy Technologist	Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques
Technician, Inventory Specialist	Prepare medications or medical solutions
Technician Trainer	Maintain and merchandise home healthcare products or services

# Quick Reference

## **Industry & Employment Data**

- Salary.com
- Glassdoor.com
- US Bureau of Labor Statistics
- US Department of Labor
- O\*Net Online

## **Job Boards**

- USA Government Jobs
- Indeed.com
- Careerbuilder.com
- LinkedIn
- Zip Recruiter
- RatRace Rebellion (Virtual Jobs)

# Helpful Tips

- If your email name is not professional i.e. [bigbabyjane@yahoo.com](mailto:bigbabyjane@yahoo.com), consider creating second professional email account i.e. [jane.doe@yahoo.com](mailto:jane.doe@yahoo.com)
- If you have songs or excessively long voicemail greeting, many recruiters will hang up. Consider playing the standard greeting or use a simple, short greeting
- Many employers have implemented panel interviews, always be prepared for such format. It is important to make eye contact and speak to each person in the room
- Invest in a portfolio binder to carry on interviews
- It is okay to take brief notes during interview
- It is okay to ask questions when given the opportunity (usually at end of interview) In fact it is encouraged
- **Always do research on the organization.** Most employers will ask what you know about the organization, or why you are interested in their organization