

## Toolkit Tutorial

If you discuss regional career opportunities with your clients, the Health Careers Toolkit is right for you.

The Health Careers Toolkit is an aggregation of regional health care industry information – ranging from general awareness and high school preparedness to career specific requirements and training providers.

These are four parts of the Health Careers Toolkit.

1. General section includes a brochure about the regional healthcare industry, two grids matching skills and level of education to occupation type, and a high school preparatory brochure
2. Career profiles section provides in-depth information on health career fields, demonstrating career pathways, testimonials about specific occupations and contact information of training providers and regional CareerLink offices
3. Information packets are available as tangible takeaways for clients counseled using the Toolkit. These packets have all relevant information included in the Toolkit
4. Tracking forms track Toolkit use and gather information about client type, interest in health careers and receipt of information packets after Toolkit counseling

Health Careers Futures provides support role through its Toolkit Technical Assistance Managers. Toolkit users receive a Toolkit, onsite training (if requested) and quarterly evaluations. Managers are also available for ongoing support.

As a Toolkit user (partner), you should use the toolkit when relevant, complete and save tracking forms, and provide feed back on Toolkit effectiveness at quarterly evaluations. In addition, document any difficulties experienced when using toolkit (where you “get stuck”, other information required, etc.). This will help us make the next version of the Toolkit even better. Last, request additional materials and/or training as needed.

## How to use the Toolkit

### Step one:

Read through the toolkit by visiting the [Job Seeker](#) site. This will help you get a better understanding of the Toolkit’s purpose.

*Using the Toolkit during career or job counseling...*

### Step two:

Use the general brochure (Professionals Wanted) to inform clients about the regional healthcare industry.

In the general brochure:

For the “Health care is a smart job choice.” section, highlight the advantages of working in the healthcare industry in Southwestern Pennsylvania. For the “Do I have what it takes?” section, highlight that clients have what it takes to pursue a healthcare career since one (or more) of the statements apply to them. In the “Consider these 3 healthcare professions...” section, highlight the different job types, from hands on (Registered Nurse) to organizational (Health Information Technician). For the “Healthcare professional work almost everywhere...” section, highlight the diversity of regional facilities which hire healthcare professionals.

*If counseling a high school aged client...*

Use the high school brochure (Preparing for a Career in Healthcare).

In the high school brochure:

For the “Preparing for a Career in Health Care” section, highlight courses (bolded) required for post-secondary training in healthcare (or any other) careers. Courses do not have to be taken in the years specified. If clients cannot complete the courses listed, encourage them to take remedial courses at a post-secondary educational facility. Encourage your client to read the “Exploring your Health Career Option and Getting and Internship” section and complete the “High School Soft Skills Questionnaire” to give them an understanding of what is required from a good healthcare professional. To know which career field may be right for them, clients should complete the “What Type of Healthcare Career is Right for Me” section.

**Step three:**

Gauge client’s interest in health careers. If clients are interested, continue to the general section page “Is a Health Career Right for Me”. Ask clients if they would consider themselves one or more of the personality types described in the black circles to the left (read contents out loud). Next, ask clients what type of training they are looking for (none, one year, two years, or more). Then, match client’s chosen personality types and training needs to a particular career. For a more detailed explanation and to reinforce skill required, go to the next page – “What level of education do I need” to match client’s skills and training needs to an occupation(s).

**Step four:**

If your client has chosen one of the careers field represented in the career profiles section, go to that career field. Discuss the pathway represented on the first page. Highlight the diversity in training time, type of training facility and occupations. Mention how, with minimal training, one can advance from one occupation to the next. Open the page and (inside) show clients the career grid. This grid answers specific questions about each occupation represented on the front – from work environment to training requirements. All occupations highlighted in blue will be discussed in detail through Testimonials. On the back, there is a reference to regional CareerLinks for more job search information. Next, choose a career testimonial that interests the client. In the testimonial, highlight the bolded print and Career Q&A provide details about the occupation and training requirements and locations.

**Step five:**

After counseling your client using the toolkit, give the client an Information Packet (blue folder) or print outs of relevant career and occupation pages presented in the Job Seeker site. This gives the client a tangible next step to pursue health career training.

**Step six:**

Complete a tracking form to record the counseling session. Store the form for retrieval by a Toolkit Technical Assistance Manger.