

PHYSICAL THERAPY ASSISTANT**Nature of the Occupation**

Physical therapy assistants administer physical therapy treatments to patients under the direct supervision of a physical therapist. These treatments are both active and passive manual exercises, heat, light, sound, water and electrical treatments.

Duties may include but are not limited to the following:

- Completing therapy treatments as per the orders of a supervising physical therapist
- Working with patients in acute pain
- Reporting to supervisors any progress or regress in therapy
- Fitting and training patients in the use of therapeutic equipment or appliances

You should like:

- ▶ Providing medical service to individuals
- ▶ Talking and interacting with patients
- ▶ Hospital/medical environments
- ▶ Working under close supervision

NURSING AIDE**Nature of the Occupation**

Nursing aides help care for physically injured, disabled, or infirm individuals confined to hospitals, nursing or residential care facilities, and mental health settings. Nursing aides, also known as nursing assistants or hospital attendants, work under the supervision of nursing and medical staff. Nursing aides employed in nursing homes are often the primary caregivers, having far more contact with residents than other members of the staff do. Since some residents may stay in a nursing home for months or even years, aides develop ongoing relationships with them and respond to them in a positive, caring way.

Duties may include but are not limited to the following:

- Answering patients' call bells, delivering messages, serving meals, making beds
- Helping patients eat, dress, and bathe
- Providing skin care to patients
- Taking temperatures, pulse, respiration, and pressure
- Helping patients get in and out of bed and walk
- Escorting patients to operating and examining rooms

You should like:

- ▶ Working with people
- ▶ Helping those in need
- ▶ Communicating cheer and compassion

MEDICAL RECORDS TECHNICIAN**Nature of the Occupation**

Medical records technicians organize, prepare and maintain medical records on hospital and clinic patients. The medical record includes the patient's medical history, results of physical examinations, reports of x-ray and laboratory tests, diagnoses and treatment plans, doctors' orders and notes, and nurses' notes.

Duties may include but are not limited to the following:

- Reviewing medical records for completeness, accuracy and compliance with requirements
- Contacting medical personnel to obtain missing data on medical records
- Coding, indexing and filing records of diagnoses, diseases, operations and treatment
- Compiling medical care and census data for statistical reports

You should like:

- ▶ Having business contact with others
- ▶ Performing definite, organized work

MEDICAL ASSISTANT**Nature of the Occupation**

Medical assistants perform a variety of both routine clinical and clerical duties in a physician's office, clinic, hospital or research laboratory.

Duties may include but are not limited to the following:

- Answering phone, handling mail, greeting patients, filing
- Keeping patient data and medical histories
- Arranging for hospital admission and laboratory services
- Checking and ordering office and medical supplies
- Typing dictation, correspondence and reports

You should like:

- ▶ Contact with others
- ▶ Performing a variety of office duties
- ▶ A medical setting

VETERINARY LABORATORY TECHNICIAN**Nature of the Occupation**

Veterinary lab technicians assist veterinarians in a wide variety of activities such as surgical preparation and assistance, laboratory analysis, giving medications and routine animal care. They may also assist biological research workers and other scientists.

Duties may include but are not limited to the following:

- Assisting in diagnostic, medical and surgical procedures
- Exposing and developing diagnostic radiographs
- Bathing and grooming animals by brushing and clipping their hair and nails
- Preparing food and feeding animals
- Applying restraints and holding animals during treatment
- Sterilizing surgical instruments and other equipment
- Preparing animals for surgery
- Administering injections, dressing wounds, taking vital signs of animals

You should like:

- ▶ Activities that are routine, concrete and organized
- ▶ Activities relating to processes and techniques

DENTAL HYGIENIST**Nature of the Occupation**

Dental hygienists are licensed professionals who provide preventive dental care and encourage patients to develop good oral hygiene skills. They provide a wide range of services, which include evaluating the patient's dental health, removing stain and plaque from above and below the gum line, applying fluorides, exposing and developing X-rays, placing temporary fillings and removing sutures.

Duties may include but are not limited to the following:

- Removing deposits and stains from patients' teeth
- Polishing teeth
- Applying topical medications to teeth and between teeth to help prevent decay
- Taking and processing x-rays

You should like:

- ▶ Activities of a scientific and technical nature
- ▶ Being in contact with people

PHARMACY TECHNICIAN**Nature of the Occupation**

Pharmacy technicians aid pharmacists in prescription preparation and distribution. They mix pharmaceutical preparations, prepare intravenous packs, fill bottles with prescribed tablets and capsules, and type labels for the bottles. They keep inventory of stock and enter data in a computer to maintain inventory records. They also process records of medication and equipment dispensed to hospital

Pharmacy Technician (cont'd.)

patients, compute charges and enter data in a computer.

Duties may include but are not limited to the following:

- Mixing pharmaceutical products
- Filling prescriptions
- Typing labels and keeping records of prescriptions dispensed
- Receiving and controlling stock and inventory
- Keeping records of stock and inventory

You should like:

- ▶ Working with details
- ▶ Working with people
- ▶ Activities of a scientific nature

INSURANCE AGENT

Nature of the Occupation

Insurance sales agents sell insurance to new and current clients, provide insurance advice and help policy holders settle insurance claims. Insurance agents can work for one company or they can work as individuals selling insurance for several companies.

Duties may include but are not limited to the following:

- Compiling lists of prospective clients
- Advising clients on financial planning
- Assisting clients with benefit claims
- Computing and collecting premiums
- Explaining features of policies
- Keeping records of policies
- Maintaining regular contact with clients

You should like:

- ▶ Having business contact with people
- ▶ Communicating information
- ▶ Performing technical work

PURCHASING AGENT

Nature of the Occupation

Purchasing agents buy the machinery, equipment, tools, raw materials, parts, services and supplies necessary for the operation of an organization or business.

Duties may include but are not limited to the following:

- Developing standards for selecting specific material or services
- Reviewing written requests for products and services
- Obtaining information about products and prices
- Determining the seller's ability to produce products and services

You should like:

- ▶ Making decisions
- ▶ Activities involving business contact with people

ELEMENTARY SCHOOL TEACHER

Nature of the Occupation

Elementary school teachers instruct pupils in grades one through six, in a wide range of academic, social, emotional and motor skills. Their primary job is to provide a good learning environment by planning and presenting programs of instruction using methods and materials designed to meet the needs of students.

Duties may include but are not limited to the following:

- Preparing appropriate lesson plans
- Keeping records and making reports
- Correcting papers and tests
- Supervising outdoor and indoor play activities
- Evaluating student performance
- Counseling pupils when academic and adjustment problems arise

You should like:

- ▶ Helping and working closely with young people
- ▶ Working inside much of the time

ACTUARY

Nature of the Occupation

Actuaries design insurance and pension plans and keep informed on their operation to make sure that they are maintained properly. They assemble and analyze statistics to calculate probabilities of death, sickness, injury, disability, unemployment, retirement and property loss. They use this information to determine the expected insured loss.

Duties may include but are not limited to the following:

- Making sure that the price charged for the insurance will enable the company to pay all claims and expenses as they occur
- Calculating rates and determining policy contract provisions for each type of insurance offered
- Helping to determine company policy
- Being called upon to explain complex technical matters to company executives, government officials, policyholders and the public
- Helping companies develop plans to enter new lines of business

You should like:

- ▶ Working with mathematics
- ▶ Tasks of a scientific and technical nature
- ▶ Writing and talking to people
- ▶ Historical, social, legislative and political issues
- ▶ Strategy games

ADVERTISING AGENT

Nature of the Occupation

Advertising agents plan advertisement programs to generate sales and/or services for customers. They spend time meeting with clients to plan an advertising program or project, researching past advertising strategies of their clients and selling advertising space.

Duties may include but are not limited to the following:

- Studying the products or services of the client
- Reviewing advertising trends and consumer surveys
- Organizing facts in order to plan the advertising campaign
- Consulting with customers
- Budgeting and submitting estimates of costs
- Preparing sales contracts

You should like:

- ▶ Business contact with people
- ▶ Communicating information

PARALEGAL

Nature of the Occupation

Legal assistants, also called *paralegals* or *legal technicians*, work directly under the supervision of a lawyer and generally perform background work for the lawyer. The legal assistant/paralegal investigates the facts of the case to make sure that all necessary information is uncovered.

Duties may include but are not limited to the following:

- Organizing and indexing documents and files
- Researching information in public libraries, newspapers and special libraries
- Summarizing depositions
- Assisting in the preparation of probate inventories
- Interviewing clients
- Investigating the facts of a case

You should like:

- ▶ Performing research and investigative work
- ▶ Handling routine assignments

TEACHER AIDE

Nature of the Occupation

Teacher aides, also called *paraprofessionals*, help teachers in order to give teachers more time for teaching.

Duties may include but are not limited to the following:

- Discussing assigned teaching area with teacher to coordinate classroom efforts

Teacher Aide (cont'd.)

- Preparing a lesson plan and submitting it to the teacher
- Coordinating instructional efforts with the teacher
- Planning and developing teaching aids, such as charts, graphs and bibliographies
- Presenting subject matter to students
- Preparing, giving and grading tests
- Supervising students in the classroom, lunchrooms, library, halls and on school grounds

You should like:

- ▶ Working with children
- ▶ Doing routine tasks
- ▶ Communicating information to others
- ▶ Working for the presumed good of people

CUSTODIAN

Nature of the Occupation

Custodians keep commercial establishments, hotels, office buildings, apartment houses or similar buildings clean, orderly and in good repair.

Duties may include but are not limited to the following:

- Sweeping, vacuuming, mopping and waxing hallways and stairs
- Dusting and polishing office furniture
- Cleaning and supplying restrooms
- Washing walls, ceilings and light fixtures
- Performing routine painting
- Emptying tenants' trash and garbage containers
- Replacing defective electrical switches and other fixtures

You should like:

- ▶ Working alone
- ▶ Activities of a routine nature
- ▶ Situations involving work with hand and power tools

AUTOMOBILE BODY REPAIRER

Nature of the Occupation

Auto body repairers fix damaged vehicle bodies and parts. They straighten bent bodies, remove dents and replace damaged parts that are beyond repair.

Duties may include but are not limited to the following:

- Estimating the cost of repairs
- Pounding out small dents
- Straightening bent or twisted frames
- Welding metal parts
- Removing, repairing or replacing damaged body parts

You should like:

- ▶ Fixing and repairing objects
- ▶ Working indoors

WAITER/WAITRESS

Nature of the Occupation

Waiters and waitresses greet customers, present menus, take customers' orders, serve food and beverages, prepare checks and sometimes take payments. They work in all kinds and sizes of restaurants.

Duties may include but are not limited to the following:

- Presenting menus and taking customer orders
- Suggesting dinner courses and informing customers of specials of the day
- Explaining preparation of items on the menu
- Mixing salads
- Carving meats and boning fish and fowl
- Serving courses from kitchen and service bars
- Preparing beverages, fountain drinks, salads and sandwiches

You should like:

- ▶ Activities involving contact with people
- ▶ Activities of a routine, concrete, organized nature

BUILDING MANAGER

Nature of the Occupation

Building managers or superintendents direct others in the operation and maintenance of facilities and equipment in apartments, offices, and other buildings and provide necessary services to tenants.

Duties may include but are not limited to the following:

- Hiring, training, and supervising building personnel such as maintenance workers and guards and assigning them to duties
- Inspecting property to determine need and extent of service
- Supervising building repair and maintenance work
- Buying building supplies, machinery, equipment, and furniture
- Contracting and arranging bids for services
- Planning and administering the building budget
- Filling vacancies in the building according to rules and regulations
- Discussing and executing tenant leases
- Maintaining building security

You should like:

- ▶ Doing work that involves business contact with people
- ▶ Making decisions and solving problems
- ▶ Performing a variety of duties that may change often

RECREATION WORKER

Nature of the Occupation

Recreation workers plan, organize, teach and administer a broad range of leisure activities for the general public or for individuals with particular needs.

Recreation workers are employed at such places as local playgrounds, community centers, theme parks, campgrounds, churches and senior centers. They should not be confused with recreation therapists.

Duties may include but are not limited to the following:

- Organizing, promoting and developing interest in various recreational activities
- Helping conduct community-wide events
- Working with neighborhood groups to determine the recreational interests and needs of all ages
- Selecting and supervising paid staff and volunteers
- Overseeing the purchase, planning, design, construction and upkeep of recreation facilities and services

You should like:

- ▶ Working with people
- ▶ Working both outside and inside
- ▶ Participating in physical activities

MUSICIAN AND COMPOSER

Nature of the Occupation

Musicians may play musical instruments, sing, compose, arrange, or conduct groups in instrumental or vocal performances. They may perform alone or as part of a group, before live audiences or on audio, or in recording studios, television, or movie productions. Composers create original music such as symphonies, operas, sonatas, or popular songs. They transcribe ideas into musical notation using harmony, rhythm, melody, and tonal structure. Many writers now compose and edit music using computers.

Duties may include but are not limited to the following:

- Directing a choir, orchestra, or band
- Playing a musical instrument in a band
- Preparing the musical score for all instruments in an orchestra
- Composing or arranging music

You should like:

- ▶ Using your imagination to find new ways to do or say something
- ▶ Directing, managing, or supervising the activities of others
- ▶ Attracting immediate notice because of appearance or activity

CINEMATOGRAPHER

Nature of the Occupation

Cinematographers work in film, which includes theatrical feature films, documentaries, TV movies and series, and commercials. The majority of cinematographers work in New York (commercials) and Hollywood (television and film). Most are not associated on a full-time basis with any studio or program; they are hired by reputation and experience on a per-film or a per-project basis. Therefore, their track records, talents, and skills are their main selling points.

Duties may include but are not limited to the following:

- Discussing interpretation of shot with director
- Setting up the shot
- Checking the scene before shooting
- Supervising a support staff
- Shooting scenes

You should like:

- ▶ Being active
- ▶ Working with others
- ▶ Photography

FIREFIGHTER

Nature of the Occupation

Firefighters control and put out fires, protect life and property and maintain equipment. Most fire departments are also responsible for fire prevention through inspection of buildings and education of the public. As the job has become more complex in recent years due to use of more sophisticated equipment, firefighters have taken on new responsibilities. They may assist ambulance services in giving emergency medical treatment, assist in the recovery from natural disasters like earthquakes and tornadoes and become involved with the control and cleanup of oil spills and other hazardous chemical incidents.

Duties may include but are not limited to:

- Responding to fire alarms and other emergency calls
- Selecting appropriate hose nozzles to direct water or chemicals onto fire
- Positioning and climbing ladders to gain access to upper levels of burning buildings
- Using axes, hand and power tools to create openings in buildings for ventilation or entrance
- Rescuing victims
- Ventilating smoke-filled areas
- Salvaging contents of buildings

You should like:

- ▶ Helping people

SIGN PAINTER AND LETTERER

Nature of the Occupation

Sign painters design, lay out, and paint letters and graphics to make signs that illustrate advertisers' products and sales messages.

Duties may include but are not limited to the following:

- Determining customers' needs and design specifications
- Drawing outlines directly on the surface to be painted or preparing paper patterns or stencils to use for sign layout
- Determining the paints best suited for use on different materials
- Matching colors and mixing paint
- Painting the sign

You should like:

- ▶ Working with objects in an abstract and creative way
- ▶ Performing activities that involve the use of machines, processes or methods
- ▶ Performing activities that bring personal satisfaction from working on or producing things

FLIGHT ATTENDANT

Nature of the Occupation

Flight attendants, also known as airline *stewards/stewardesses*, work aboard airplanes to provide a variety of personal services for airline passengers to ensure their safety and comfort.

Duties may include but are not limited to the following:

- Attending a briefing session with crew members on weather conditions, number of passengers and route
- Checking the cabin for supplies, emergency equipment and food and beverages
- Greeting passengers and assisting them with coats and small baggage
- Verifying passengers' tickets
- Recording destinations
- Issuing a general welcome and explaining and demonstrating the use of emergency equipment
- Providing passengers with newspapers, magazines, pillows and blankets
- Heating and serving cooked meals, sandwiches or other light refreshments and beverages

You should like:

- ▶ Working with people
- ▶ Traveling
- ▶ Communicating information to others

LANDSCAPE ARCHITECT

Nature of the Occupation

Landscape architects are committed to creating healthy, enjoyable and secure places for the future. Combining art and science, landscape architects design, plan and manage the land. They plan and design traditional places such as parks, residential developments, campuses, gardens, cemeteries, and resorts. They also design and plan the restoration of natural places such as wetlands, stream corridors, mined areas and forest land.

Duties may include but are not limited to the following:

- Conferring with clients, engineering personnel and architects on overall programs for project
- Compiling and analyzing data on site conditions such as geographic location, soil, vegetation and rock feature drainage and location of structures
- Preparing site plans, working drawings, specifications and cost estimates for land developments
- Presenting design sketches to clients and community interest groups
- Outlining in detail the methods of construction
- Drawing up a list of necessary materials
- Inspecting construction work in progress to make sure specifications are followed

You should like:

- ▶ Art and nature
- ▶ Drawing and sketching
- ▶ Activities of a scientific and technical nature

RELIGIOUS WORKER

Nature of the Occupation

Religious worker is the broad occupational title for those occupations related to the areas of religious education and social services.

Duties may include but are not limited to the following:

- Assisting in worship services
- Sharing in decision-making of the church or community
- Teaching and counseling
- Visiting in homes or institutions
- Planning and working at medical, educational, agricultural and social activities
- Fund-raising for charitable activities

You should like:

- ▶ Activities that involve direct contact with people