

The CUNY CareerKit for HSE & ESL Learners

2017

A Comprehensive Career Preparation Teaching Resource
Reflecting NYS Regional Labor Market Statistics



The CUNY CareerKit was made possible through support from the New York State Education Department, Office of Adult Career and Continuing Education Services.

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A Comprehensive Career Preparation Teaching Resource
Reflecting NYS Regional Labor Market Statistics

The CUNY CareerKit provides:

- **Introductory set of essential career lessons for all students**
 - Career Fundamentals
- **Sets of lessons for each of ten industry-specific sectors**
 - **Healthcare**
 - Retail
 - Community & Social Services
 - Transportation & Warehousing
 - Education & Childcare
 - Manufacturing
 - Technology
 - Hospitality, Recreation & the Arts
 - Construction
 - Food Production

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TABLE OF CONTENTS: HEALTHCARE

	INTRODUCTION	1
UNIT • 1	ANALYZING THE HEALTHCARE LABOR MARKET	7
	Section 1. Labor Vocabulary:	11
	What Are We Talking About When We Talk About Labor?	
	Section 2. What is the Healthcare Sector?	15
	Section 3. Reading Bar Graphs Series: Employment Trends in Healthcare	19
	3.1 • Job Losses and Gains Across Sectors	
	3.2 • Total Employment in Healthcare	
	3.3 • Which Healthcare Careers Are on the Rise?	
	3.4 • Healthcare Career Brainstorm	
	Section 4. How Does Technology Affect Today's Labor Market?	42
	4.1 • Technology's Impact on Healthcare Employment	
	Section 5. Introduction to Career Database Series	52
	5.1 • CareerZone	
	<i>a. Introduction to New York's CareerZone and Example Career: Ambulance Driver</i>	
	<i>b. Group Research on a Healthcare Career</i>	
	<i>c. Preparing a Research Presentation</i>	
	<i>d. Presenting CareerZone Research</i>	
	5.2 • Introduction to Career Cruising	
	<i>a. Your Unique Qualities</i>	
	<i>b. Navigating Career Cruising</i>	
	<i>c. Creating a MyPlan Account</i>	
	<i>d. Exploring Career Clusters</i>	
	<i>e. CareerCruising Matchmaker</i>	
	<i>f. Reading about Recommended Careers</i>	
	<i>g. Video, Audio and Written Worker Interviews</i>	
	5.3 • Additional Career Search Resources	
	Section 6. Read and Discuss: Bilingual Healthcare Workers	81
	Section 7. Career Families in Healthcare	85
	Section 8. Employer Types in Healthcare	89

UNIT • 2**GETTING PREPARED: EDUCATION AND EXPERIENCE 103**

Section 1.	Calculations with Bar Graphs: Education Pays	105
Section 2.	Listening Exchange: My Work History	109
Section 3.	Identifying Values, Strengths and Skills	111
Section 4.	Career Change in Healthcare Series	115
	4.1 • Rebecca’s Career Change Letter	
	4.2 • Rebecca’s Career Map	
	4.3 • Home Health Aide Career Map	
	4.4 • Additional Career Maps: Medical Assistant, Healthcare Information and “Beyond Hospitals and Nursing Homes”	
	4.5 • Multiple Paths: How Personal Factors Impact Career Movement	
	4.6 • My Career Map	
	4.7 • Career Map Essay	
Section 5.	CUNY Can Get You There Series: CUNY Programs in Healthcare*	138
	5.1 • Researching CUNY Degree and Certificate Programs in Healthcare*	
	5.2 • Understanding Degree Program Requirements*	
	5.3 • CUNY Certificates: Medical Interpreter and Medical Biller*	
	5.4 • How Do I Enroll in CUNY?*	

UNIT • 3**IN THEIR OWN WORDS: HEALTHCARE CAREER NARRATIVES 159**

Section 1.	Career Narratives in Healthcare Series	161
	1.1 • Using Question Stems to Read Healthcare Career Narratives	
	1.2 • Computer Research: Career Narratives in Healthcare	
Section 2.	Healthcare Video Interview Series	180
	2.1 • Video Interview #1: Cynthia Gets a Promotion	
	2.2 • Video Interview #2: Zaida’s Advice for Working with Supervisors	
	2.3 • Additional Healthcare Videos: Medical Assistant, Surgical Technologist, EMT and more	
Section 3.	A Dental Assistant’s Math: Calculations with Percentages and Decimals	186
Section 4.	Nurse Bonnie Archer’s Story: Reading, Essay, Peer Editing, Revising	189
	4.1 • Nurse Bonnie Archer’s Story, Part 1	
	4.2 • Nurse Bonnie Archer’s Story, Part 2	
	4.3 • Bonnie Archer Essay	
	4.4 • Activity Extension: Peer Editing: Nurse Bonnie Archer Essay	



*RAENs will provide regional adaptations.

UNIT • 4**CHOOSING A CAREER, FINDING A JOB****205**

- Section 1. Calculating a Budget: How Much do I Need to Earn?** 207
- Section 2. Networking Series** 211
- 2.1 • How to Identify Your Network
 - 2.2 • How to Develop Informational Interview Questions
- Section 3. Reading Sample Help Wanted Ads** 220
- Section 4. Employer Expectations Series** 227
- 4.1 • Expectations in the Workplace
 - 4.2 • Workplace Expectations in Healthcare Settings
- Section 5. Assessing Job Offers*** 244
- Section 6. A Panel of Professionals** 250
-

UNIT • 5**NOW THAT YOU'RE HIRED: WORKER RIGHTS AND RESPONSIBILITIES****253**

- Section 1. Reading, Discussion and Building the Argumentative Essay: New for New York's Workers** 255
- Section 2. Check Cashing Services vs. Bank Accounts** 264
- Section 3. Income Tax Series** 271
- 3.1 • Calculating Income Taxes: How Does it Work?
 - 3.2 • Earned Income Tax Credit: What Is It and Who Gets It?
-

UNIT • 6**A PATIENT'S PERSPECTIVE****295**

- Section 1. Vocabulary and Communication for Accessing Healthcare Series** 297
- 1.1 • Clarifying Questions and Helpful Phrases for Healthcare Settings
 - 1.2 • A Patient's Terminology
 - 1.3 • Role Plays Using New Questions, Phrases and Terms
- Section 2. Preventive Care Series** 305
- 2.1 • Preventive Care Brainstorms
 - 2.2 • Preventive Care Myths and Facts
 - 2.3 • Calculating with Percents: A Case Study of Brooklyn Community Housing and Services*
 - 2.4 • Video Case Study*
 - 2.5 • New York Times Article: *How Walking in Nature Can Change the Brain*
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*RAENs will provide regional adaptations.

UNIT • 7**PARENTING IS A JOB, TOO****321**

Section 1.	Talking to Babies	325
Section 2.	Ages and Stages of Child Development	332
Section 3.	Intergenerational Education: A Preschool in a Nursing Home	336
Section 4.	Attachment and Brain Development	340
Section 5.	Communicating with Toddlers	344
Section 6.	Family Literacy: Sharing Books Together	347
Section 7.	Childhood Vaccinations: Why Should I Vaccinate My Child?	354
Section 8.	New York City Community Health Profiles*	364
Section 9.	When Parents Go Back to School, Their Kids Benefit	383
Section 10.	Community and Family Resources*	389
Section 11.	Reading a New York City School Evaluation*	401
Section 12.	<i>We Are New York: Welcome Parents</i>	409
Section 13.	<i>We Are New York: Stay in School</i>	415
Section 14.	Essay: Advice for Teachers	418
Section 15.	Argumentative Essay: Screen Time For Kids	425



*RAENs will provide regional adaptations.

Table of Skills

HEALTHCARE

All **CareerKit** activities teach content about careers while at the same time teaching reading, writing, math or other skills. Use the table below to identify lessons according to the skill they address. Across the top of the page are the literacy and numeracy skills. Down the side of the page is each activity, grouped by unit. To find several activities using the same literacy or numeracy skill, find the skill at the top of the page, and read down the column.

READING AND ANALYZING TEXTS														
Table of Skills: HEALTHCARE	Activate Background Knowledge	Determine Central Idea	Summarize	Paraphrase	Predict	Make Inferences	Vocabulary Development	Discern Meaning from Context Clues	Figurative Language	Annotate Texts	Analytic Discussion of Text	Notetaking	Verbal or Written Analysis of Videos	Identify Main Ideas and Supporting Details
UNIT 1: Analyzing the Healthcare Labor Market														
U1, Section 1: Labor Vocabulary	X						X					X		
U1, S2: What is the Healthcare Sector?	X	X	X											
U1, S3.1: Job Losses and Gains					X									
U1, S3.2: Total Employment in Healthcare											X			
U1, S3.3: Which Healthcare Careers Are on the Rise? And Why?	X				X									
U1, S3.4: Healthcare Career Brainstorm	X													
U1, S4: How Does Technology Affect Today's Labor Market?	X			X						X				
U1, S4: Technology's Impact on Healthcare Employment	X									X				
U1, S5.1: CareerZone activities A-D				X										
U1, S5.2: Career Cruising activities A-H	X			X									X	
U1, S6: Wanted: Bilingual Healthcare Workers		X												
U1, S6: Career Families in Healthcare	X													
U1, S7: Employer Types in Healthcare	X		X				X			X				
UNIT 2: Getting Prepared: Education and Experience														
U2, Section 1: Education Pays														
U2, S2: My Work History	X													
U2, S3: Values, Strengths and Interests	X													
U3, S4.1: Rebecca's Career Change Letter											X			
U3, S4.2: Rebecca's Career Map	X							X						X
U2, S4.5: Multiple Paths	X													
U2, S4.6: My Career Map	X													
U5, S4.7: Career Map Essay	X													
U3, S5.1: Researching CUNY Healthcare Programs	X													

Table of Skills: HEALTHCARE	READING AND ANALYZING TEXTS (cont'd)					WRITING SKILLS			MATH SKILLS				ADDITIONAL SKILLS			
	Cite Textual (or Other) Evidence to Support Analysis	Compare and Contrast	Develop Questions	Create Visual Representation of a Text	Constructed Response	Essay Development	Peer Edit Essays	Analyze Employment Trends	Read and Analyze Graphs and Charts	Calculations	Exponents	Conduct Web-based Research	Self-Assessment	Make Presentations	Social Studies: Post-War U.S.	
UNIT 1: Analyzing the Healthcare Labor Market																
U1, Section 1: Labor Vocabulary			X		X											
U1, S2: What is the Healthcare Sector?																
U1, S3.1: Job Losses and Gains							X	X								
U1, S3.2: Total Employment in Healthcare	X				X		X	X								
U1, S3.3: Which Healthcare Careers Are on the Rise? And Why?									X	X					X	
U1, S3.4: Healthcare Career Brainstorm																
U1, S4: How Does Technology Affect Today's Labor Market?	X				X											
U1, S4: Technology's Impact on Healthcare Employment			X													
U1, S5.1: CareerZone activities A-D											X	X		X		
U1, S5.2: Career Cruising activities A-H					X						X	X				
U1, S6: Wanted: Bilingual Healthcare Workers																
U1, S6: Career Families in Healthcare					X								X			
U1, S7: Employer Types in Healthcare												X		X		
UNIT 2: Getting Prepared: Education and Experience																
U2, Section 1: Education Pays									X	X						
U2, S2: My Work History													X			
U2, S3: Values, Strengths and Interests					X								X			
U3, S4.1: Rebecca's Career Change Letter																
U3, S4.2: Rebecca's Career Map				X												
U2, S4.5: Multiple Paths													X			
U2, S4.6: My Career Map													X			
U5, S4.7: Career Map Essay													X			
U3, S5.1: Researching CUNY Healthcare Programs					X						X					

READING AND ANALYZING TEXTS														
Table of Skills: HEALTHCARE	Activate Background Knowledge	Determine Central Idea	Summarize	Paraphrase	Predict	Make Inferences	Vocabulary Development	Discern Meaning from Context Clues	Figurative Language	Annotate Texts	Analytic Discussion of Text	Notetaking	Verbal or Written Analysis of Videos	Identify Main Ideas and Supporting Details
UNIT 2: (Cont'd)														
U3, S5.2: Understanding Degree Requirements	X													
UNIT 3: In Their Own Words: Healthcare Worker Narratives														
U3, S1.1: Using Question Stems										X				
U3, S1.2: Computer Research: Career Narratives														
U3, S2.1-2.3: Healthcare Video Series	X												X	
U3, S3: A Dental Assistant's Math	X													
U3, S4.1-4.4: Nurse Bonnie Archer Essay Series					X					X	X			X
UNIT 4: Choosing a Career, Finding a Job														
U4, Section 1: Calculating a Budget	X													
U4, S2.1: Identifying Your Network	X													
U4, S2.2: Informational Interview Questions	X													
U4, S3: Sample Help Wanted Ads				X		X					X			
U4, S4.1: Expectations in the Workplace	X						X							
U4, S4.2: Expectations in Healthcare Settings										X				
U4, S5: Assessing Job Offers						X								
U4, S6: A Panel of Professionals	X													
UNIT 5: Now That You're Hired														
U5, Section 1: Argumentative Essay: New for New York's Workers										X				
U5, S2: Check Cashing vs. Bank Accounts	X				X		X							
U5, S3.1: Calculating Income Taxes	X						X							
U5, S3.2: Earned Income Tax Credit				X						X	X			X

Table of Skills: HEALTHCARE	READING AND ANALYZING TEXTS (cont'd)					WRITING SKILLS				MATH SKILLS				ADDITIONAL SKILLS			
	Cite Textual (or Other) Evidence to Support Analysis	Compare and Contrast	Develop Questions	Create Visual Representation of a Text	Constructed Response	Essay Development	Peer Edit Essays	Analyze Employment Trends	Read and Analyze Graphs and Charts	Calculations	Exponents	Conduct Web-based Research	Self-Assessment	Make Presentations	Social Studies: Post-War U.S.		
UNIT 2: (Cont'd)																	
U3, S5.2: Understanding Degree Requirements					X							X					
UNIT 3: In Their Own Words: Healthcare Worker Narratives																	
U3, S1.1: Using Question Stems			X		X												
U3, S1.2: Computer Research: Career Narratives					X							X					
U3, S2.1-2.3: Healthcare Video Series	X				X												
U3, S3: A Dental Assistant's Math										X							
U3, S4.1-4.4: Nurse Bonnie Archer Essay Series						X											
UNIT 4: Choosing a Career, Finding a Job																	
U4, Section 1: Calculating a Budget																	
U4, S2.1: Identifying Your Network					X								X				
U4, S2.2: Informational Interview Questions			X										X				
U4, S3: Sample Help Wanted Ads														X			
U4, S4.1: Expectations in the Workplace																	
U4, S4.2: Expectations in Healthcare Settings	X				X												
U4, S5: Assessing Job Offers		X				X							X				
U4, S6: A Panel of Professionals			X														
UNIT 5: Now That You're Hired																	
U5, Section 1: Argumentative Essay: New for New York's Workers						X											
U5, S2: Check Cashing vs. Bank Accounts		X								X				X			
U5, S3.1: Calculating Income Taxes										X							
U5, S3.2: Earned Income Tax Credit					X					X							

READING AND ANALYZING TEXTS														
Table of Skills: HEALTHCARE	Activate Background Knowledge	Determine Central Idea	Summarize	Paraphrase	Predict	Make Inferences	Vocabulary Development	Discern Meaning from Context Clues	Figurative Language	Annotate Texts	Analytic Discussion of Text	Notetaking	Verbal or Written Analysis of Videos	Identify Main Ideas and Supporting Details
UNIT 6: A Patient's Perspective														
U6, Section 1.2: A Patient's Vocabulary							X	X						
U6, S1.3: Role Play Using New Phrases and Terms														
U6, S2.2: Preventative Care Fact or Myth	X										X			
U6, S2.3: Calculating with Percents: BCHS Case Study														
U6, S2.4: BCHS Video Case Study (BCHS Careers in CSS)													X	
U6, S2.5: How Walking in Nature Changes Your Brain	X	X								X				
UNIT 7: Parenting is a Job, Too														
U8, Section 1: Talking to Babies							X	X		X				X
U8, S2: Ages and Stages										X				
U8, S3: Intergenerational Education	X												X	
U8, S4: Attachment and Brain Development										X				
U8, S5: Communicating with Toddlers	X													X
U8, S6: Family Literacy			X	X						X				
U8, S7: Childhood Vaccinations											X			
U8, S8: Community Health Profiles	X		X	X		X								
U8, S9: When Parents Go Back to School	X	X								X	X			
U8, S10: Community and Family Resources				X		X						X		
U8, S11: Reading a School Evaluation											X			
U8, S12: Welcome Parents					X							X	X	
U8, S13: Stay in School					X								X	
U8, S14: Advice for Teachers	X													
U8, S15: Screen Time for Kids				X						X	X			

Table of Skills: HEALTHCARE	READING AND ANALYZING TEXTS (cont'd)					WRITING SKILLS			MATH SKILLS				ADDITIONAL SKILLS		
	Cite Textual (or Other) Evidence to Support Analysis	Compare and Contrast	Develop Questions	Create Visual Representation of a Text	Constructed Response	Essay Development	Peer Edit Essays	Analyze Employment Trends	Read and Analyze Graphs and Charts	Calculations	Exponents	Conduct Web-based Research	Self-Assessment	Make Presentations	Social Studies: Post-War U.S.
UNIT 6: A Patient's Perspective															
U6, Section 1.2: A Patient's Vocabulary															
U6, S1.3: Role Play Using New Phrases and Terms															
U6, S2.2: Preventative Care Fact or Myth															
U6, S2.3: Calculating with Percents: BCHS Case Study									X						
U6, S2.4: BCHS Video Case Study (BCHS Careers in CSS)					X										
U6, S2.5: How Walking in Nature Changes Your Brain															
UNIT 7: Parenting is a Job, Too															
U8, Section 1: Talking to Babies	X				X										
U8, S2: Ages and Stages															
U8, S3: Intergenerational Education					X										
U8, S4: Attachment and Brain Development	X														
U8, S5: Communicating with Toddlers					X										
U8, S6: Family Literacy					X										
U8, S7: Childhood Vaccinations	X				X				X						
U8, S8: Community Health Profiles	X				X				X					X	
U8, S9: When Parents Go Back to School					X										
U8, S10: Community and Family Resources															
U8, S11: Reading a School Evaluation					X										
U8, S12: Welcome Parents			X		X										
U8, S13: Stay in School					X										
U8, S14: Advice for Teachers						X									
U8, S15: Screen Time for Kids		X				X									