

# **KNOW THE CAREER WORLD**

## **HUMAN SERVICES CAREERS**

**By Dr Charles Mugaviri**

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Human Services Careers

**By Dr Charles Mugaviri**

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*Purposeful Career Planning*

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## **DEDICATION**

I dedicate this book to the millions of teenagers in and from the African continent. May your lives be consumed by a deep desire to build leadership legacies that will unlock Africa's potential and greatness. Africa is too rich to be poor. You were born for a purpose. You were born to leave Africa a better continent than you found it. Don't disappoint and don't settle for less.

## Acknowledgements

No task of this magnitude can ever be achieved without divine wisdom and knowledge. I would like to first and foremost acknowledge the LORD Almighty for granting me the love to inspire and empower my generation.

Writing is time consuming and requires a lot of support from the family. My life has been blessed with a loving wife and supportive purpose partner Shingie. For close to the three decades that I have known her, she has supported me through thick and thin, highs and lows and has been the most loving and inspirational person I have known in my life time. I would like to also acknowledge the unflinching encouragement I have received from my loving and dear children Tinashe Charles Jr, Tendaishe and Takundanashe. My wider family and friends have been great and deserve special mention.

I would like to also acknowledge the inspiration and motivation that I have received over the years from the legacy building individuals that I have worked with in the Church community, at the University of Zimbabwe and at LASOF Leadership Institute. Our journey together of inspiring and empowering thousands of learners to make purposeful career choices and become character based leaders ignited the desire and vision for this career guidance series.

Each learner, parent, school, company, government department, Church or NGO who came through our career and leadership programs in Zimbabwe and the wider African region has inspired us to continue the journey and they deserve special acknowledgement. You each made me believe this was a worthwhile cause.

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## **Introduction**

The career world is diverse and dynamic. Before you make a career choice, it is important that you have an appreciation of the width and depth of the career world in terms of options that are available.

A career is a chosen pursuit, a profession or occupation requiring special training, followed as one's lifework. It is a path or course one chooses to follow to earn a living. It is the progression of one's working life or one's professional achievements, for instance a soldier or a teacher. A career is a course of successive situations that make up a person's occupation. A career is therefore doing what one does as a permanent occupation.

The term career is derived from the Latin word *carrera*, which means race. The verb was first attested in 1594 from the notion of a horse "passing a career" on the jousting field. A career is usually considered to pertain to remunerative work and formal education. One can have a sporting career or a musical career without being a professional athlete or musician, but most frequently "career" in the 20th century referenced the series of jobs or positions by which one earned one's money.

Career Cluster is a broad group of related career majors within an occupational interest area. They represent groupings of occupations and industries based on shared traits. There are sixteen (16) career clusters that cover all occupations.

This book focuses on the Agriculture, Food and Natural Resources career cluster.

### **Perspectives on career planning**

One of the most important choices you have to make in your life time is selecting a career. This choice has far reaching implications and it has to be an informed choice. The quality of information you have determines the quality of decisions you make. This book is a tool designed to empower you to make an informed career choice that you won't regret in the future. In this introduction, we are going to share some perspectives that you need to take into account as you make use of this book.

### **Purpose perspective to career planning**

Take a moment and think of the best footballer in your nation. Think also about your favourite local musician. Can you imagine the two of them switching places? How do you think the footballer would perform on the music stage and the musician in the football field?

We were all created and designed to fulfil a specific purpose in life. None of us was created to do everything. You have a life purpose that will bring out your best. That purpose is your life assignment. You need to choose a career that is aligned to that assignment. In fact your career should be an expression of that assignment. The platforms for expressing your purpose may vary from one season to another but the assignment itself does not change. Its expressions may also change but your purpose will remain a constant factor in life.

Many professionals today are not fulfilled and satisfied with their careers mainly because of a lack of purpose perspective in the manner they selected their careers. Your career should be an expression of who you are and it must be an opportunity for you to utilize your gifts, talents, passions and other latent abilities. This is why you must first know yourself well before you make your career choice. This question of self-knowledge is fully addressed in the book “Know Yourself: A Foundation for Career and Character Development” which is the first book in the Career Education series.

### **Dynamic perspective to career planning**

You also need to appreciate the career world is so dynamic and ever changing. Did you know for example, that the top ten jobs in the world in 2010 did not exist in 2004? You need to be aware that some of the jobs that are on demand today may not be relevant in the future. Can you imagine what is happening to someone who invested all their time in developing a career that has to do with manufacturing or repairing manual type writers?

The dynamism of the career world means you need to be prepared to continuously develop new knowledge and skills that are relevant to the ever changing career world. Multi skilling is also important as you will have to adapt to the changing socio economic and political environment.

Please note the career listing in this book is not exhaustive. There are other careers that are not mentioned in this book under this career cluster. The ones listed here are only samples.

### **Local perspective to career planning**

When making a career choice, invest effort in developing an understanding of the economic environment in your country as it has a direct bearing on the labour markets. You don't want to spend years developing knowledge and skills in an area where there are limited or no

employment prospects. You need to have some insights in terms of employment trends in your local job market.

For example, a country like Zimbabwe did not have diamond mining until a few years ago. Today, however, diamond mining is redefining the economic terrain in ways that have far reaching implications in terms of new career opportunities. Diamond cutting, for example, is a new career pathway that had never been explored before but that is becoming a major area of employment opportunity as Zimbabwe has the fourth largest diamond deposits in the world. We have other examples of countries in countries that have discovered oil deposits like Ghana. Such developments have far reaching economic implications that are reflected in new career opportunities.

### **Global perspective to career planning**

We encourage all learning to also develop knowledge and an appreciation of regional and global economic and employment trends. There is a lot of migration of skills across nations and continents. Developments in other parts of the world will have some bearing on developments in your nation as well. It is wise to have a global perspective even when you are deciding to pursue your career locally.

In this book, we have looked at the Career world from both an African and global perspective. There will be many careers you may see that you have not heard about before. Some of them may be in your country but you have not been aware of it. Other listed careers may not be found in your country. This broad view should help you to appreciate local, regional and global trends in terms of the career world.

### **Entrepreneurial perspective to career planning**

The rate of unemployment has been growing across the nations of Africa and the world. There is need to rethink the traditional approach to career planning and employment. It is important to observe that in most African nations the informal or Small to Medium Enterprises (SMEs) sector is growing rapidly. Many people are creating jobs for themselves and others instead of seeking and waiting for non-existent employment opportunities.

As you plan your career, you need an entrepreneurial perspective where you see yourself as a prospective employer not just an employee.

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## Career Pathways and Sample Human Services Careers

**Focus:** Preparing individuals for employment in career pathways that relate to families and human needs.

**Cluster Summary:** Careers in the Human Services cluster prepare people to help families and communities. People in these occupations work closely with others helping them with childcare, family counsellor or investigations. They may work in funeral homes, preschools or counsellor offices. You can be a minister or Pastor, counsellor, nursing aide or massage therapist and be in this career cluster.

Career Pathways	Sample Careers
<b>Early Childhood Development and Services</b>	<ul style="list-style-type: none"> <li>●Directors, Childcare Facilities ●Assistant Directors, Childcare Facilities ●Elementary School Counsellors ●Preschool Teachers ●Educators for Parents ●Nannies ●Teachers’ Assistants ●Childcare Assistants/Workers</li> </ul>
<b>Counselling &amp; Mental Health Services</b>	<ul style="list-style-type: none"> <li>●Clinical and Counselling Psychologists ●Industrial-Organizational Psychologists ●Sociologists ●Career Coaches ●School Counsellors or Psychologists ●Substance Abuse and Behavioural Disorder Counsellors ●Mental Health Counsellors ●Vocational Rehabilitation Counsellors ●Career Counsellors ●Career Facilitators ●Employment Counsellors ●Residential Advisors ●Marriage, Child and Family Counsellors</li> </ul>
<b>Family and Community Services</b>	<ul style="list-style-type: none"> <li>Community Service Directors ●Adult Day Care Coordinators ●Coordinators of Volunteers ●Licensed Professional Counsellors ●Religious Leaders ●Directors, Religious Activities/Education Programs ●Human Services Workers ●Social Services Workers ●Vocational Rehabilitation Counsellors ●Employment Counsellors ●Career Counsellors ●Vocational Rehabilitation Service Workers ●Leisure Activities Coordinators ●Dieticians ●Geriatric Service Workers ●Adult Day Care Workers ●Residential Advisors ●Emergency and Relief Workers ●Community Food Service Workers ●Community Housing Service Workers ●Social and Human Services Assistants</li> </ul>
<b>Personal Care Services</b>	<ul style="list-style-type: none"> <li>Barbers ●Cosmetologists, Hairdressers, &amp; Hairstylists ●Shampooers ●Nail Technicians, Manicurists &amp; Pedicurists ●Skin Care Specialists or Estheticians ●Electrolysis Technicians ●Electrologists ●Funeral Directors or Morticians</li> </ul>

	<ul style="list-style-type: none"> <li>●Embalmers ●Funeral Attendants ●Personal and Home Care Aides ●Companions ●Spa Attendants ●Personal Trainers</li> <li>●Massage Therapists</li> </ul>
<b>Consumer Services</b>	<ul style="list-style-type: none"> <li>Consumer Credit Counsellors ●Consumer Affairs Officers</li> <li>●Consumer Advocates ●Certified Financial Planners</li> <li>●Insurance Representatives ●Bankers</li> <li>●Real Estate Services Representatives ●Financial Advisors</li> <li>●Investment Brokers ●Employee Benefits Representatives</li> <li>●Hospital Patient Accounts Representatives ●Customer Service Representatives</li> <li>●Consumer Research Department Representatives</li> <li>●Consumer Goods or Services Retailing ●Representatives</li> <li>●Market Researchers ●Account Executives ●Sales Consultants</li> <li>●Event Specialists</li> <li>●Inside Sales Representatives ●Field Merchandising Representatives ●Buyers ●Small Business Owners</li> </ul>

## **Career 1: Addictions Counsellor**

Addictions counsellors are trained to help those people whose habits or use of certain substances have gone beyond recreational activities. The counsellors understand that there could be both psychological and physical reasons for addictive behaviour. Instead of making their clients feel ashamed or weak, addictions counsellors address each person's addictive personality, and try to help them recognize and deal with their addictions, so that they can get their habits under control.

Gambling, for example, can be very exciting. The thrilling expectation of winning, the risk, the odds, the overwhelming sense of control and satisfaction experienced when you do win! Even 'two-rand' raffles at social events such as fetes or charity bazaars, are exciting for these reasons. And, if such a raffle is thrilling for participants, imagine the rush of excitement if winning thousands of dollars from a casino slot machine

Often, people develop cravings for those things that make them feel good. People become addicted to gambling, shopping, as well as alcohol and other drugs, both physically and psychologically. The blissful feeling that comes when you win at the slot machines, the emotion-dulling effects of consuming alcohol, etc, can easily become a necessity in your daily life. People can become totally dependent on these addictions, making it impossible for them to lead their lives without gambling or drugs. Some people will shop or gamble their way into serious debt, or kill themselves by an excess of drug use.

Addictions counsellors work with government agencies, private companies and non-profit organisations who work to promote health, prevent addiction, and who intervene and where necessary, initiate treatment. Their work includes counselling in addiction programmes, women's and men's shelters, correctional facilities, health services, schools and community centres.

After identifying the issue at hand, a counsellor focuses on the client's strengths and weaknesses and meets regularly to advise, support and encourage the recovery process. Often this includes getting their clients into an appropriate step-by-step support programme, such as Alcoholics Anonymous.

Along with regular sessions with their clients, addictions counsellors prepare reports on each client's progress, consult other social and health care workers about clients, and keep up to date with developments in treatment techniques.

### **Some fulfilling and satisfying aspects of this career**

- being able to help people turn their lives around

- working with many different kinds of people

### **Some demanding and challenging aspects of this career**

- working irregular hours
- can be stressful and frustrating
- not being successful in some cases
- the possibility of working evenings, weekend or holiday shifts, depending on their particular employment situation.

### **Purpose Orientation**

- have a genuine interest in helping people understand the root of their problems
- able to work with people of all types
- mature and organised
- have a professional approach
- a creative problem solver
- good at communicating orally and in writing
- good at analysing information and behaviour
- sensitive to everyone's feelings, including those people with backgrounds, cultures and beliefs that differ from yours
- honest and trustworthy
- willing to work with other social workers and counsellors in an effort to help their client

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics

Recommended Subjects: Life Sciences

### **Training**

In order to work as an addictions counsellor it is advisable to become a member of a professional organisation. This will indicate your dedication to your work, and create a sense of trust between you and your clients. In order to become a member of such an organisation, you need to have a bachelor's degree in any subject, a master's degree in psychology, social work or addiction studies, and then complete two years of supervised, post-degree work in addictions therapy and counselling. You can practice as an addiction counsellor without joining a professional organisation, but in that case, you may choose to work in the public sector, as it will be more difficult to attract clients in the private sphere.

**Employer**

- government agencies
- private companies
- correctional facilities
- hospitals, clinics and other health care facilities
- schools and community centres
- private practice

## Career 2: Anthropologists

The study of Social Anthropology provides a systematic way of examining the social lives and cultures, the customs, values and modes of thought of human societies which may be very different from our own. Anthropology is the study of human origin, development and social interaction using a holistic approach and mainly qualitative research, mainly by means of participant observation.

Anthropologists study the lifestyle and culture of human societies, their politics, religions, legal systems, economies, modes of education, languages, health care methods, and styles of art. They make comparative studies relating to human origin, evolution, races, the cultures created, as well as the distribution and physical characteristics of human beings.

Because of the sensitivity that anthropologists have towards the different lifestyles, circumstances and problems of people, they play an increasingly important role in dealing with the challenges facing modern human culture; for instance conflict resolution and relationships in the workplace.

Anthropologists attempt to comprehend and record such things as myths, rituals, economic systems, family patterns and the forms of political organization of a given group or society. To sum up, Anthropology is the study of humans as biological, intellectual, emotional, social and spiritual beings, with specific reference to factors such as the social and political organizations, religion, the legal system, life styles, economy, art and language.

Anthropology has distinct but related sub-fields, which have developed their own theoretical and methodological specializations over the past century. These can be summarized as follows:

*Physical Anthropology:* This has close connections to natural sciences like biology and genetics. This involves an understanding of the way in which humans have evolved from their "hominid" ancestors over the last few million years as well as the extent to which we share genetic characteristics with other primates such as the great apes, gorillas and chimpanzees. Palaeo-anthropologists examine fossil remains of extinct primates. Physical anthropologists are concerned with the science of ethnology and study the behaviour of humans in their natural settings.

*Archaeology:* Archaeologists study the different forms of social organizations and cultures that have characterized humankind through time. They collect data by excavating sites of past habitations and meticulously record the objects, settlement patterns and remains of people whose lives they are trying to understand.

*Anthropological Linguistics*: Language provides a rich subject for study. Without an understanding of the language spoken by a particular people, not much can be learnt about their myths, beliefs, political situation and so on.

*Social and Cultural Anthropology*: This involves the study of the culture and social organizations of living peoples. It is related to ethnography, which is often defined as the comparative study of cultures.

Besides those described above, other areas of specialization include: medical anthropology; economic anthropology; and urban anthropology.

Anthropologists spend time in an office, the library, as well as in the "field". They study relevant literature, observe, interview people, and in some instances are involved in resolving problems between people with different cultural backgrounds.

### **Some fulfilling and satisfying aspects of this career**

- doing work in area of particular personal interest
- variety in the work
- knowing the work can help others
- travelling and getting to meet different people
- experiencing different ways of life

### **Some demanding and challenging aspects of this career**

- long, irregular hours
- being away from home for long periods of time

### **Purpose Orientation**

An anthropologist should:

- possess considerable patience and tact;
- have a good memory;
- be able to adapt easily to change;
- have a genuine interest in people;
- enjoy working with people of all population groups;
- have good health and stamina;
- speak the languages of the groups being studied (however, interpreters are generally used in research projects to bridge language barriers);
- be able to work for long periods on his own and away from home.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: African Languages, History

### **Training**

Degree: BA degree, with Anthropology as major subject in combination with one of the following subjects: Archaeology, African Languages, Communication, Development Administration, Indigenous Law, History, Psychology, Sociology, Political Science, Public Administration, Personnel Management

Post-graduate training: Honours degree in Anthropology. Further postgraduate qualifications, such as a masters degree or doctorate in Anthropology, are needed for more senior positions.

### **Employer**

- Universities
- Museums
- Research institutions
- Mining companies
- Department of Education
- Health care services
- Municipalities
- Advertising companies
  
- Marketing agents

### **Career 3: Au Pair or a Nanny**

The main responsibility of an au pair (or a nanny) is to take care of young children for a host family. They also perform various chores in the homes of the families that employ them. Young people sometimes work as an au pair as a means of working in a foreign country, and to gain experience and self-confidence before they commence studies or a career.

Au pairing provides a valuable opportunity to become acquainted with the culture and habits of overseas families. The duration of such programmes is usually one year.

Au pairs work approximately 45 hours a week and during this period they take up the role of a second mother. They prepare children's meals, do grocery shopping, accompany children during mealtimes and sometimes need to clean up after them. They dress, feed and bath small children. When caring for an infant, the bottles need to be properly washed and sterilized, the infant's nappies changed and, in some cases, their clothes washed.

They are required to keep children busy, play with them and sometimes take children on excursions. In some cases, au pairs clean and tidy the children's rooms. Au pairs may be required to drive older children to their schools and extra-mural activities; supervise homework; and attend school and cultural activities. The au pair also travels with the family and performs necessary au pair duties during the trip.

In exchange for the work done the au pair receives: a furnished room; free accommodation and meals; pocket money; sometimes the use of a vehicle or at least access to transport; the opportunity to accompany the family on holidays and excursions; exposure to the culture, language and way of life of foreign people.

#### **Some fulfilling and satisfying aspects of this career**

- being involved in raising children
- teaching them basic life skills
- seeing different places
- possibly making life-long friends with the family worked for

#### **Some demanding and challenging aspects of this career**

- working long hours
- frustration when children are difficult or disobedient

## **Purpose Orientation**

An au pair should:

- have no criminal record
- be physically and mentally healthy
- love young children and have a genuine concern for their well-being
- communicate well with people
- be calm and patient
- be friendly and cheerful
- be responsible and trustworthy

## **School Subjects**

No specific requirements

Compulsory Subjects: None

Recommended Subjects: English, Geography

## **Training**

Some Private Colleges offer a courses in Au Pair Training. Some areas covered in the courses include:

- Day Care Administration
- Child Health
- Career Orientation
- Educare Theory
- Educare Practical

In-service training is also possible, under the supervision of the child's parents

## **Employer**

- Most professional / working parents
- Most of the overseas countries admit au pairs

## Career 4: Barber

Barbers shampoo, cut or trim, and style hair - mostly for men. Also, they shave customers, fit hairpieces and offer scalp treatments and facial massages. Some barbers also colour, bleach or highlight hair and offer permanent-wave services. A few barbers also provide skin care and nail treatments.

They may advise clients on how to care for their hair, straighten hair, give it a permanent wave or lighten or darken the hair colour.

In addition to their work with clients, barbers are expected to maintain clean work areas and sanitize all work implements. They may make appointments and keep records of hair colour and permanent wave formulas used by their regular clients.

A growing number actively sell hair products and other cosmetic supplies. Barbers who operate their own salons have managerial duties that include hiring, supervising and firing workers, as well as keeping business and inventory records, ordering supplies and arranging for advertising.

Experienced barbers may take advanced courses in hairstyling, colouring, and the sale and service of hairpieces. For many barbers, formal training and a license are only the first steps in a career that requires years of continuing education. Because hairstyles change, new products are developed, and services expand to meet clients' needs, barbers need to keep abreast of the latest fashions and techniques.

Barbers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because they are on their feet for most of their working day. Because prolonged exposure to some hair and nail chemicals may cause irritation, special care is taken to use protective clothing, such as plastic gloves or aprons when working with these substances.

Most full-time barbers work a 40-hour week, but longer hours are common in this occupation, especially amongst self-employed workers. Work schedules may include evenings and weekends, the times when barbershops can be busiest. Because barbers generally work on weekends and during lunch and evening hours, they may arrange to take days off during less popular times, like a Monday.

Many barbers are self-employed, having their own barbershops, although a growing number lease booth space or a chair from a big salon or barbershop owner.

### **Some fulfilling and satisfying aspects of this career**

- working with your hands and with people
- the chance of starting your own business
- helping others to improve their appearance
- opportunities to be creative

### **Some demanding and challenging aspects of this career**

- long working hours, especially over weekends and some evenings and early mornings
- trying to satisfy difficult customers
- the physical demands of standing for long periods

### **Purpose Orientation**

- tactful, courteous, patient and even-tempered
- enjoy working with the public
- good "people skills"
- willing and able to follow clients' instructions
- business skills, especially if self-employed
- neat, well-groomed appearance
- manual dexterity and good eye-hand coordination
- good health and stamina

### **School Subjects**

Ordinary Level Certificate

However, most employers prefer higher school qualifications

Compulsory Subjects: None

Recommended Subjects: Consumer Studies, Languages

### **Training**

Generally, a person must have graduated from a licensed barber school and be at least 16 years old. Applicants are also required to pass a physical examination.

In some cases, the completion of a learnership is regarded as a substitute for school certificates, but very few barbers learn their skills in this way.

Applicants for a license are usually required to pass a written test and demonstrate an ability to perform basic barbering services.

A full-time training course in barbering usually lasts 9 to 24 months. A learnership programme can last from 1 to 3 years.

Formal training programmes include classroom study, demonstrations, and practical work. Students study the basic services - cutting hair, shaving customers, providing facial massages, and giving hair and scalp treatments - and, under supervision, practise on customers in school "clinics."

Most schools also teach unisex hairstyling and chemical styling. Students attend lectures on the use and care of instruments, sanitation and hygiene, chemistry, anatomy, physiology, and the recognition of simple skin ailments. Instruction also is provided in communication, sales and general business practices.

## Career 5: Beauty Careers

There are many speciality areas in the beauty business:

*Beauticians / Aestheticians:* They specialize in skin care, facial treatments, make-up, manicure, pedicure and waxing.

*Beauty Consultants:* They are cosmetics sales staff. They are usually employed in a department store to promote and sell the cosmetics of a particular manufacturer. They advise customers on product choice and may occasionally do a make-up demonstration.

*Cosmetologists:* They practise cosmetology, which is the art or profession of applying cosmetics (or of carrying out plastic surgery).

*Body Therapists:* Provide a full range of body treatments, both manual and electrical.

*Electrologists:* Specialize in the removal of unwanted hair from all over the body, especially the face.

*Health & Beauty Therapists:* Work as beauticians, body therapists and also advise clients on health matters, particularly relating to skin.

*Massage Therapists:* They perform body massage only, often specializing in Aromatherapy.

*Somatologists:* They practise in the field of somatology, which is the science of the human body (or the science of the properties of the body).

*Manicurists and Pedicurists:* They clean, shape and polish fingernails and toenails and provide related treatments.

*Scalp Treatment Specialists:* They apply medicated lotions to treat scalp conditions and hair loss.

*Beauty Therapists / Somatologists:* They care for the whole body - providing massage, electrical treatment, facials, make-up, manicures and pedicures. A beauty therapist is in fact, a beautician, a body therapist and an electrologist all in one. Therapists generally work in a beauty salon, hotel, health spa or on a cruise ship.

Somatology is the science concerned with the study of the body and properties of the human body, and is subdivided into anatomy and physiology. Somatologists incorporate reflexological

massages, diets, slimming treatments, electrolysis, aromatherapy, and electronic massages in the treatment of their clients. Somatologists concentrate on treating the 'soma' or axial part of the human body i.e. the head, neck and spine excluding the limbs.

Today's somatologists include pedicuring and manicuring as a part of the job. Somatologists also specialize in treating somatologia i.e. pain in the body due to organic causes as opposed to psychogenic pain) by applying highly effective massage techniques.

*Image, Social and other Personal Consultants:* They advise clients on their personal appearance, speaking style, manners or other behaviours in order to improve personal or business images. They are employed by beauty salons, fashion boutiques, modelling schools and image consulting companies or may be self-employed.

*Cosmetologists:* They practise cosmetology, which is the art or profession of applying cosmetics (or of carrying out plastic surgery), especially for those who have serious disfigurements, to improve their physical appearance. Cosmeticians apply make-up on clients and advise on its use.

*Beauty Technologist:* They are concerned with the treatment and prevention of disorders involving the skin and body and are interested in the overall health and well-being of people.

*Electrologist:* Aestheticians, electrologists and related occupations provide facial and body treatments designed to enhance an individual's physical appearance. They are employed in beauty salons, electrolysis studios, scalp treatment clinics and other similar establishments, or they may be self-employed.

*Hairdressers:* They cut and style people's hair. People working in the beauty business usually work in clean, pleasant surroundings with good ventilation. Good health and stamina are important because these workers must stand a great deal.

Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritation, so special care must be taken when working with these chemicals.

People working full time in these occupations may work more than 40 hours a week. This often includes evenings and weekends, when beauty salons are busiest. Although weekends and lunch periods are generally very busy, people working in these occupations may have some time off during slack periods.

### **Purpose Orientation**

- work well with others
- normal colour vision and good depth perception

- good stamina and manual dexterity
- willingness to work irregular hours
- enjoy working with a wide variety of people
- good communication skills
- basic knowledge of computers
- analytical skills and flexibility
- prepared to learn business and bookkeeping techniques
- entrepreneurial and managerial skills

### **School Subjects**

Ordinary Level Certificate.

Compulsory Subjects: Life Sciences

Recommended Subjects: Physical Sciences

### **Training**

Diploma: Various relevant diplomas

Some employers provide in-service training

### **Employer**

- cosmetic companies
- beauty salons
- beauty clinics
- television make-up studios
- skin-care clinics
- gyms and health clubs
- health hydros and spas

Learners can become fashion consultants, cosmeticians, aestheticians, electrologists, manicurists and pedicurists by taking specialized courses.

This career has excellent entrepreneurial prospects as somatologists can open up their own businesses in any one of the above areas or they can contract their services out to any of the above businesses.

## **Career 6: Body Make-up Artist**

Body make-up artists use oils, watercolours and other materials to paint people's bodies. They are usually classified as commercial artists, rather than fine artists, because they do not choose their own theme or subject matter in most cases.

Body painting dates back many years to when the Indians and other tribes used paint on their bodies and horses when preparing for battle. Today, body painting is done for various purposes, such as advertising or for museums.

For wax museums, body make-up artists make wax statues which look as much like living human beings as possible. These artists use line, colour, space and other elements to obtain the desired effects.

Body make-up artists need to have good business management skills if they intend to support themselves financially. Most body artists work part-time and have an additional source of income, such as teaching art in their own studios or doing graphic design work on a free-lance basis.

### **Some fulfilling and satisfying aspects of this career**

- creating something that becomes popular and so expands your business
- being creative all the time
- making your own decisions
- working at your own pace and being your own boss

### **Some demanding and challenging aspects of this career**

- difficult to make a living doing this work full-time
- sometimes dealing with impatient and difficult clients
- working in an uncomfortable position for long periods

### **Purpose Orientation**

- artistically inclined
- accurate, with an eye for detail
- enjoy creating new designs
- enjoy working with people
- good eye for colours
- good business sense

### **School Subjects**

No special schooling required

Compulsory Subjects: None

Recommended Subjects: Visual Arts

**Training**

In service training is usually provided under the supervision of an experienced body make-up artist

**Employer**

- art museums
- wax museums
- self-employment

## **Career 7: Childcare Worker**

Childcare workers are employed by children's homes, places of safety and boarding schools as house parents or housemasters.

Childcare workers are responsible for the physical and mental well-being of the children including: supervising the hygiene and dressing of younger children; helping with homework; supervising meal times; ensuring that the children get medical attention; and administering medication when they are sick.

The most important job of a childcare worker is to take care of the children's emotional needs. Children in homes and places of safety need extra love and reassurance to help them recover from traumatic experiences. Children at special boarding schools also require a great deal of physical and/or emotional attention, depending on their particular problems.

### **Some fulfilling and satisfying aspects of this career**

- working with children
- knowing your work is making a difference in young people's lives
- free accommodation and board

### **Some demanding and challenging aspects of this career**

- dealing with difficult and emotionally disturbed children
- frustration at not being able to get through to certain children

### **Purpose Orientation**

A child-care worker should:

- have patience;
- genuinely love children;
- have concern for the well-being of children;
- be compassionate;
- willing to take care of problems - emotional or physical - that these particular children are experiencing.

### **School Subjects**

Ordinary Level Certificate.

Ordinary Level Certificate for diploma courses.

Compulsory Subjects: None

Recommended Subjects: Languages

**Training**

Childcare workers are given in-service training to effectively perform their duties.

**Employer**

- Children's homes
- Places of safety
- Boarding schools

## **Career 8: Counsellor**

Counsellors assist people to better understand themselves by explaining options, setting goals and helping them to take the appropriate action. They work with clients to find solutions to emotional and mental problems and act as facilitators in group sessions.

Counsellors sometimes work with other professionals such as medical practitioners, psychologists and social workers as part of a health management team. On occasion they act as mediators in conflict resolution.

Counsellors may specialize in a number of fields such as working with people from non-English-speaking backgrounds, and single parents, or in service areas such as health, accommodation, relationships or employment, grief and loss, stress management, child development and abuse issues.

The following practice areas for Registered Counsellors include:

- Career Counselling
- Employee well-being
- Family Counselling
- HIV/AIDS Counselling
- Human Resources
- Pastoral Counselling
- Community Mental Health
- Psychometrics
- School Counselling
- Sport Counselling
- Trauma Counselling

There are no formal entry requirements in some areas of counselling; however, entry to this occupation may be improved if you have qualifications. You may be able to study externally through distance education.

Try to establish details of the range of accredited courses being offered by registered training providers. For example, some churches offer courses for people who wish to become Christian Counsellors.

### **Some fulfilling and satisfying aspects of this career**

- sometimes working irregular hours to meet the needs of people requiring help
- not particularly good remuneration

- frustrations with clients who show no progress

### **Some demanding and challenging aspects of this career**

- empathetic and caring
- good communication and listening skills
- maturity
- good life-coping skills

### **Purpose Orientation**

- empathetic and caring
- good communication and listening skills
- maturity
- good life-coping skills

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: English

Recommended Subjects: Geography, History, Life Sciences

### **Training**

Degree: BA majoring in Psychology.

### **Employer**

- government departments, eg. youth
- bereavement centres, e.g. Island Hospice
- stress management centres
- community centres, with counselling for rape, victims of crime, etc.
- such organizations as Life Line, Samaritans, Child Line, etc.

## **Career 9: Domestic Worker**

The main responsibilities of a domestic worker are to clean and tidy an employer's home and wash and iron the laundry.

Specific tasks involved and materials and equipment used will vary slightly from one employer to another. Each employer gives instructions in respect of specific requirements. Domestic work can be done full-time in return for a salary and may possibly include accommodation.

Part-time domestic workers work in a number of different homes during the course of a week. Depending on the individual's skills and talents, a domestic worker may be called upon to carry out any of the following specialized duties:

- caring for young children
- collecting children from school or nursery school
- baby-sitting
- feeding and caring for pets
- light garden duties
- light sewing or mending
- arranging flowers
- preparing the dinner table and food for dinner or cocktail parties
- helping and washing-up at functions or dinner parties
- house-sitting for employers on holiday
- taking accurate telephone messages

The employer and the domestic worker, at the commencement of employment, should agree upon these tasks. In some cases certain tasks, particularly those that occur outside normal working hours or on an ad-hoc basis, will be paid for at an extra rate.

### **Some fulfilling and satisfying aspects of this career**

- maintaining a clean and healthy environment for others
- working with people and possibly children
- job opportunities

### **Some demanding and challenging aspects of this career**

- routine and sometimes dirty work
- demanding or unfair employers and/or guests
- having to care for sick, naughty or difficult children
- doing physically tiring and exhausting work

### **Purpose Orientation**

A domestic worker should:

- be physically fit and healthy;
- be reliable and honest;
- have integrity;
- be friendly;
- be flexible.

### **School Subjects**

No specific requirements.

Compulsory Subjects: None

Recommended Subjects: Consumer Studies

### **Training**

In most cases, employers train their domestic workers themselves by showing them how to do their tasks. A training workshop for domestic workers is also offered by some Private Colleges. Emphasis is placed on daily handling, cleaning and maintenance of electrical appliances and the application of cleaning agents. Handling of appliances is demonstrated and illustrated with a video. A certificate is issued after completion of the course.

### **Employer**

- Full-time positions away from home
- Full-time with families with children where both spouses are out to work;
- Part-time in a number of different homes.

## Career 10: Funeral Director

Funeral director and arrangement officers take care of all the arrangements for a funeral on behalf of the deceased's family. At the offices of funeral directors or undertakers, all the tasks concerning a funeral are divided between two persons, namely, the funeral director or undertaker and an arrangement officer. The tasks of funeral directors and arrangement officers include:

A complete service is offered to the public with regard to all arrangements that have to be made regarding a person's death. The next of kin first contacts the funeral directors and informs them of the death. The funeral directors then collect the body, in the case of death as a result of natural causes such as illness or heart failure, and take it to the undertaker's premises where it is placed in a cooling unit. The arrangement officer then makes arrangements with the next of kin for the funeral or cremation.

The day, place and time of the funeral, as well as all other arrangements such as the flowers, organist, seating of guests, funeral leaflets, contacting the parish clerk, organizing the grave, the booking of the church or crematorium and the minister, as well as the hearse and traffic arrangements, can all be done by the arrangement officer.

Arrangement officers have to support the next of kin throughout and offer them assistance, as it is often difficult for them to make decisions about the funeral in their grief. They will also arrange the obituary notices about the death and funeral or cremation service.

The funeral director has to see that all the procedures that are prescribed by the authorities are adhered to, such as the obtaining of a medical certificate, registration of the death, post mortem, etc. They also prepare the coffin and the body for the funeral.

On the day of the cremation or funeral, the funeral director takes the body to the church or chapel for the service. If requested by the family of the deceased, the people attending the funeral or cremation service can look at the deceased in the coffin for the last time to bid farewell. The coffin is usually carried into the church or chapel, if the family prefers it and if the church allows it.

After the service the funeral director is responsible for transporting the body to the cemetery and for the ceremony at the grave. In case of a cremation service, the funeral director has to take the body to the crematorium and carry out the necessary administrative duties there. The funeral director as well as the arrangement officer, have to have knowledge of the customs of different cultural groups on the death of a loved one.

### **Some fulfilling and satisfying aspects of this career**

- the challenge of beautifying the deceased to a state that is acceptable for open-casket viewing by mourners
- rendering a vital service to people in a state of shock and bereavement
- working with people

### **Some demanding and challenging aspects of this career**

- dealing with grieving people, who might unintentionally be rude or difficult
- responsibility of ensuring a dignified burial and accompanying arrangements
- this can be emotionally exhausting work and can be seen more as a service to the community and as a calling, than as a career

### **Purpose Orientation**

A funeral director should have/be:

- knowledge of the customs of different cultural groups when a death occurs
- empathetic, kind and tactful
- able to remain emotionally uninvolved
- excellent communication skills
- able to support and comfort grieving people
- able to act sympathetically, gently but firmly
- deep respect for the dignity of the deceased
- able to handle the dead in a worthy manner

### **School Subjects**

Have at least an Ordinary Level Certificate.

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory school subjects: None

Recommended school subjects: Religious Studies, other languages

### **Training**

UNISA for example, offers a 2-year correspondence course for funeral directors. Those who already have an Advanced Level School Certificate can get exemption for some subjects.

A funeral director receives in-service training and can progress to the level of an arrangement officer. A person with previous experience could be appointed as an arrangement officer.

### **Employer**

- a funeral director's business
- self-employment - it is possible to start one's own funeral service business with a lot of capital and knowledge of the industry

## **Career 11: Hairdresser**

Hairdressers render a service to clients by washing, cutting, perming, colouring, tinting, curling and styling their hair.

Hairdressing is an artistic, glamorous job which provides scope for talented men and women, with prospects of attractive remuneration after training is completed and full qualifications are obtained.

Good hairdressers are highly skilled, talented and artistic people, with a knowledge of many subjects including: cosmetology, science, hygiene and business management. They do not only have to know the trade, but also need to be alert, sympathetic, understanding and able to converse with a varied cross-section of the public.

Hairdressers cut and style hair according to customer requests. The tasks differ according to the requirements of their clients. They may first have to study a client's face, hair and scalp before deciding on a style and treatment. They also trim, shape, shampoo and tint or bleach hair. They give scalp treatments and massages, and permanent waves.

They also trim and style beards and moustaches and sometimes advise customers on personal grooming and cosmetic aids available. Some hairdressers fit and style wigs. Hairdressers need to keep up-to-date with the latest trends in hairstyles and cutting techniques.

Hairdressers work indoors in salons that must meet certain sanitation codes. Hairdressers who manage or own salons have the responsibility of ordering supplies, keeping records, receiving clients, hiring employees and keeping the salon clean.

Hairdressers' tools and accessories include: scissors, clippers, razors, combs, brushes, tweezers, towels and hairdryers, various solutions, bleaches and tints, cleaning and sterilizing equipment.

Hairdressers who own or manage salons also work with appointment books, employee schedules and various financial and clerical forms. Hairdressing salons are usually pleasant and attractive so as to appeal to the public. Normally each hairdresser is assigned to a work area, which has a customer chair and an area where equipment such as combs, rollers and hairdryers are kept.

### **Some fulfilling and satisfying aspects of this career**

- the chance to become self-employed
- working with people
- helping others to improve their appearance

- the opportunity to be creative

### **Some demanding and challenging aspects of this career**

- working long hours, including Saturdays
- standing for many hours
- trying to satisfy difficult customers
- the rush before holidays
- slack periods

### **Purpose Orientation**

A hairdresser should:

- be tactful and courteous;
- enjoy working with people;
- be patient and even-tempered;
- be creative and persuasive;
- present a neat, well-groomed appearance;
- have hand and finger dexterity and good eye-hand coordination;
- have good vision;
- be healthy and have physical stamina.

### **School Subjects**

Ordinary Level Certificate is the minimum entry level requirement

Advanced Level Certificate is preferred, especially for training over a shorter period

Compulsory Subjects: None

Recommended Subjects: None

### **Training**

Apprenticeship Training and formal training in some Private Colleges.

### **Employer**

- hair salons
- hotels and departmental stores
- film and television industry
- unisex styling salons for Performing Arts Councils
- self-employment, with enough experience and capital, can start own business

## **Career 12: Health and Beauty Therapist**

Today's beauty and health therapist is a highly qualified professional, constantly adapting to a dynamic and fast-moving profession. The health and beauty therapist uses a battery of electronic equipment and highly specialized techniques for both face and body. There are also strict rules for hygiene and clinical procedures that must be adhered to in the interests of health.

The tasks of health and beauty therapists include the following:

assessment and treatment of skin and figure problems; slimming treatments in conjunction with a recommended doctor's diet; cosmetic sales; application of specialized make-up techniques; permanent and temporary removal of unwanted facial and body hair; manicuring; pedicuring; tinting of eyelashes and eyebrows; and the application of a variety of electrical equipment and specialized massage techniques, such as reflexology, aromatherapy and manual lymph drainage.

### **Some fulfilling and satisfying aspects of this career**

- being able to do thorough assessments and give relevant treatments
- helping cure skin problems
- being able to help clients
- compliments from satisfied clients
- the opportunity of self employment

### **Some demanding and challenging aspects of this career**

- starting early or working late if clients require it
- dealing with difficult clients
- at times physically and emotionally tiring

### **Purpose Orientation**

- pleasant personality
- enthusiasm, drive and creativity
- empathy with people
- ability to communicate well
- courteous and professional
- willing to take the responsibility for decisions
- goal-orientated

### **School Subjects**

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory school subjects: None

Recommended school subjects: Life Sciences, Physical Sciences

### **Training**

Degree / Diploma in B.Tech or Diploma in Somatology

### **Employer**

- beauty salons
- cosmetic companies
- cruise ships
- electrolysis clinics
- gymnasiums
- health hydros and spas
- theatres
- television and film companies and studios
- advertising and modelling agencies
- psychiatric clinics and old-age homes
- self-employment, with enough experience and capital, can start own business

## **Career 13: HIV/AIDS Counsellor**

HIV / AIDS counsellors perform several roles such as counselling, education, campaign planning and policymaking.

AIDS counsellors assist individuals that have been infected with the virus to overcome the trauma and put in place various coping mechanisms to help the individual lead as normal a life as possible.

AIDS counsellors also play an active role in setting up and running AIDS awareness campaigns. They are responsible for educating the broader population about the virus and on how to protect themselves against infection.

In addition, some counsellors are employed by industry to develop HIV/AIDS policies and strategies for their organization. Others may be a consultant to companies and run AIDS awareness and education programmes, as and when required.

### **Some fulfilling and satisfying aspects of this career**

- working and helping people solve problems
- meeting many different kinds of people
- using your talents, such as listening skills, empathy, etc.

### **Some demanding and challenging aspects of this career**

- sometimes working irregular hours to meet the needs of people requiring help
- not particularly good remuneration
- frustration with clients who show no progress

### **Purpose Orientation**

An HIV / AIDS counsellor should be/have;

- empathetic and caring
- good communication and listening skills
- maturity
- good life-coping skills

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: English

Recommended Subjects: Geography, History, Life Sciences

### **Training**

An individual intending to enter this career should have an Ordinary Level certificate with some form of further education and training. Whilst a degree in Psychology or Social Work can be useful, one can also complete a 'Lay-Counsellor' certificate or diploma course.

Degree: BA: Psychology or Social Work

Try to get details of the range of accredited courses being offered by registered training providers. For example, some churches offer courses for people who wish to become Christian Counsellors.

### **Employer**

- General Public
- Public or private organisations
- Welfare Societies
- Self-employment

## **Career 14: Home Care Worker**

Home care workers are responsible for nursing patients in their own homes.

They are not qualified nurses, but are usually hired to take care of patients who are recovering from heart attacks, strokes and major operations, elderly and disabled people who are not able to care for themselves or those suffering from long-term diseases such as AIDS.

These situations do not require the services of a qualified nurse and hiring home-care workers is far more cost effective than hiring nurses, or keeping the patients in hospitals or clinics.

Home care workers are trained in basic nursing and first-aid as well as routine housekeeping, as assignments often call for a combination of the two.

### **Some fulfilling and satisfying aspects of this career**

- working with sick people
- knowing your work is making a difference in people's lives
- often free accommodation and board

### **Some demanding and challenging aspects of this career**

- dealing with difficult, depressed or disturbed patients
- frustration of not being able to get through to certain people

### **Purpose Orientation**

A home-care worker should:

- be able to acquire basic nursing and first-aid skills;
- have patience and compassion;
- be concerned about the well-being of the patient;
- be reliable and have integrity;
- be friendly;
- be neat and orderly.

### **School Subjects**

No specific requirements.

Compulsory Subjects: None

Recommended Subjects: None

### **Training**

Home-care workers usually receive in-service training.

**Employer**

- Families of private patients recovering from strokes, heart attacks and major operations
- Families of disabled persons
- Frail-care centres in retirement villages and old-age homes
- Special-care institutions

## Career 15: Home Economist

The home economist is concerned with the domestic well-being of individuals, the family and the community and the work entails the improvement of products and practices that affect almost everyone in our society.

Home Economics offers a range of exciting career options related to foods, nutrition, housing and clothing. Most home economists teach in various types of educational institutions. Some work closely with the media to promote products.

Others conduct research in an area of personal interest in this field. Most home economists supervise at least one other employee. Depending on the employer or area of interest, home economists can be involved in:

- food, nutrition and catering
- clothing and clothing construction
- interior planning, design and decorating
- management of resources
- family interaction
- consumer behaviour and promotion of products
- research
- teaching and training.

More specialized aspects include:

**Counselling:** home economics counselling is given informally and is aimed at developing every family member within the family's income and their physical, mental and intellectual abilities. Individuals, organizations and associations are provided with information by means of projects and demonstrations, posters, audio-visual aids, pictures, pamphlets, placards, cookbooks, etc.

**Education:** teaching at schools, colleges, universities of technology and universities.

**Journalism:** the press, radio and television offer interesting opportunities for a person who is original and creative. The home economist may become a journalist on a full-time, part-time or freelance basis. Many home economists write books or columns for newspapers and magazines.

**Promotions:** work in this field includes the testing of recipes, the preparation of food for photograph, advertisements and demonstrations as well as the presentation of lectures and courses.

*Catering:* Home economists may be responsible for providing food to groups of people on a small or large scale at school, university and university of technology hostels or at industrial and commercial institutions. They can also work at a hotel or a hospital.

*Interior Decoration:* A person with artistic talents can specialize in interior decoration, or can become a private consultant in the furniture industry or other companies that do interior decoration.

*Research:* Industry employs home economists to promote equipment and products and to develop new food products or recipes.

Home economists work in a very large variety of work settings. The actual setting is determined by the type, size, location and financial resources of the employer, and by the speciality, experience and education of the home economist. Some positions require evening work and extensive travel.

### **Some fulfilling and satisfying aspects of this career**

- helping others and teaching skills which can be used in everyday living
- the variety of work tasks and specialities available
- not being closely supervised

### **Some demanding and challenging aspects of this career**

- working irregular hours
- travelling long distances
- working in rural areas with lack of services and amenities

### **Purpose Orientation**

The home economist should:

- be able to get along well with others;
- have the desire to teach or help people;
- have leadership ability;
- be able to write and speak well;
- have good organizational skills;
- have initiative, imagination and originality.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Mathematics, Physical Sciences, Home Economics, Life Sciences

### **Training**

Diploma: Food Technology or Food and Clothing Technology, Hospitality Management.

### **Employer**

- Education departments
- Educational institutions
- Hotels, restaurants, hostels and other food services
- All types of industries and businesses which are involved in any area of home economics
- Food and textile manufacturers
- The media and advertising companies
- Government departments
- Agricultural control boards
- Research organisations
- Self-employment, private practice

## Career 16: Home Health Aide

Home health aides provide routine, personal healthcare, such as bathing, dressing or grooming, to elderly, convalescent or disabled persons in their own home or in a residential care facility.

Home health aides make it possible for people requiring such care, to live in their own homes instead of in health care facilities. Under the direction of nursing or medical staff, they provide health-related services, such as administering oral medications. They may check a patient's pulse, temperature and respiration rate, help with simple prescribed exercises, help patients get in and out of beds, baths, wheelchairs or cars, and with dressing and grooming. Occasionally, they may be required to change non-sterile dressings, give massages and apply preparations and treatments, such as liniment, alcohol rubs and heat-lamp stimulation, or assist with braces and artificial limbs.

Experienced home health aides, with proper training, may also assist with operating medical equipment such as ventilators, which enable patients to breathe. In some cases they may be asked by the client to do other duties, such as obtaining household supplies and running errands. They may be required to accompany clients to doctors' rooms and on other trips outside the home, providing transportation, assistance and companionship.

Their tasks may include any of the following:

Care for children who are disabled or who have sick or disabled parents  
to maintain accurate records of patient care, condition, progress and problems in order to report and discuss observations with a supervisor or case manager;

Provide patients and families with emotional support and instruction in areas such as infant care, the preparation of healthy meals, living independently, and coping with disability or illness;

Change bed linens, wash and iron patients' laundry, and clean patients' quarters;

Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert;

Plan, purchase ingredients, prepare and serve meals to patients and other family members, according to prescribed diets.

Home health aides may work with the same patient at their home for months or even years. However, most aides work with a number of different patients, each job lasting a few hours, days, or weeks. Home health aides often visit many different patients on the same day.

Home health aides generally work alone, with periodic visits from their supervisor. They receive

detailed instructions explaining when to visit patients and what services to perform. Aides are individually responsible for getting to patients' homes, and they may spend a good portion of the working day travelling from one patient to another. Because mechanical lifting devices usually available in institutional settings are not as frequently available in patients' homes, home health aides must take extra care to avoid injuries resulting from over-exertion or muscle strain when they assist patients.

Psychiatric aides, also known as mental health assistants or psychiatric nursing assistants, care for mentally impaired or emotionally disturbed individuals. They work as part of a team that may include psychiatrists, psychologists, psychiatric nurses, social workers, and therapists.

### **Some fulfilling and satisfying aspects of this career**

- helping others
- working with people
- being part of the medical profession
- the challenge and variety of their work

### **Some demanding and challenging aspects of this career**

- long hours and having to work shifts, including nights, weekends and holidays
- being on your feet all day long
- many routine duties
- rude and over-demanding patients
- working under pressure
- clients who do not explain instructions clearly

### **Purpose Orientation**

- strong desire to help others
- enjoy working with people, being patient
- being responsible and dependable
- able to follow orders carefully
- able to take the initiative in emergencies
- being sympathetic and flexible
- good communication skills
- able to work well under pressure
- emotionally stable and physically fit to be able to work long hours

### **School Subjects**

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: Life Sciences

### **Training**

Home health aides are usually trained on the job by registered nurses or experienced aides. Clients may prefer tasks to be done in a certain way, and instruct the home health aide on how the tasks should be done.

### **Employer**

- health and welfare organisations
- nursing agencies
- self-employment

## Career 17: Masseur/Massage Therapist

Modern masseur or massage therapists are usually highly qualified professionals and the work is very similar to that of a somatologist.

The main responsibility of masseurs is to massage customers and administer other body-conditioning treatments. This is done either through electronic vibrating equipment or manual techniques such as kneading, rubbing and stroking the soft tissues of the human body, including muscles, tendons and ligaments, to assist healing, stimulate blood circulation, relax contracted muscles, relieve stress or pain and facilitate the elimination of waste matter.

Massage therapists may use techniques such as muscle stretching to assist with recovery and to enhance muscle performance, or finger pressure techniques in therapies such as Shiatsu and reflexology. They also use complementary aids, such as infrared lamps, wet compresses and ice, essential oils and herbal or mineral therapies to promote recovery, relaxation and well-being.

Masseurs who have acquired skills in specialized massage techniques, such as aromatherapy, reflexology and manual lymph drainage, are able to serve a wider client base. Masseurs may also recommend particular diets and exercise routines for clients.

Massage therapists and masseurs generally work in three broad (sometimes overlapping) areas:

*Remedial Massage:* this is a paramedical massage treatment to assist in healing parts of the body, which have been injured or left inactive due to age, illness or injury.

*Relaxation Massage:* this combines massage techniques to promote relaxation, improve circulation, relieve muscle tension and increase range of movement.

*Sports Massage:* this combines different massage techniques to enhance sports performance and recuperation and prevent injury. It can include pre-event, post-event and maintenance techniques.

Massage therapists may specialize in one or more of the following techniques:

*Alexander Technique* uses non-manipulative touch to improve coordination and posture;

*Aromatherapy* combines the therapeutic properties of essential oils with other massage techniques to promote health and well-being;

*Feldenkrais* uses movement sequences to expand awareness and self-image;

*Kinesiology* uses methods that study motion, in particular how muscles act and coordinate to move the body, for detecting and correcting energy imbalances and movements in the body;

*Reflexology* uses thumb and finger pressure on the reflex points (nerve endings) of the feet (which correspond to all areas of the body) for therapeutic and diagnostic purposes;

*Shiatsu* uses a system of finger pressure along acupuncture meridians to release discomfort and re-balance energy;

*Swedish Massage* refers to a collection of techniques designed to relax muscles by applying pressure to them against deeper muscles and bones, and rubbing in the same direction as the flow of blood returning to the heart

### **Some fulfilling and satisfying aspects of this career**

- helping others
- variety of work
- learning new techniques
- opportunities to specialize in your area of interest

### **Some demanding and challenging aspects of this career**

- physically tiring work
- sometimes having to work irregular hours
- frustration because of a patient's lack of progress
- working with uncooperative or overly critical clients
- having to cooperate with other members of the medical team who may be uncooperative or critical

### **Purpose Orientation**

A masseur should:

- have strong, flexible hands and fingers;
- have a pleasant personality and appearance;
- have empathy and tact;
- communicate well;
- be enthusiastic;
- inspire confidence;
- be professional;
- physically strong and fit;
- be able to work independently.

### **School Subjects**

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

No specific requirements for part-time and correspondence courses

Compulsory Subjects: Life Sciences

Recommended Subjects: Physical Sciences

### **Training**

Diploma in Somatology

Interest in the holistic approach to body and mind has led to recent changes to the curriculum of this course. The course now places greater emphasis on physical education, nutrition and stress management and less on aesthetic treatments such as make-up.

Massage therapy is not a registered health profession, although in some countries there are associations that set professional standards for the industry. Practising massage therapists may be eligible for membership with these associations.

### **Employer**

- health and fitness clubs and clinics
- health hydros and spas
- sports clubs
- gymnasiums
- beauty salons and beauty clinics
- medical centres
- hospitals, particularly for palliative care
- other health care practitioners, such as chiropractors, physiotherapists and osteopaths
- self-employment, can set up a private practice, or freelance between establishments that have a demand for applied massage therapy, or go into partnership with other somatologists

## **Career 18: Minister of Religion, Clergyman or Pastor**

Ministers of religion, or clergymen, attend to the spiritual and moral needs of a church congregation.

Clergymen deliver sermons; lead services of worship; administer sacraments; conduct weddings, funerals and other religious ceremonies; provide instruction to individuals interested in joining the church; counsel those seeking guidance; visit the sick, elderly, handicapped and bereaved.

Ministers of religion may be engaged in community, civic, educational and recreational activities sponsored by or related to the church. They also have administrative duties such as writing testimonials for members of their congregation. Some are ex-officio members of clerical bodies which manage the joint activities of the church.

They work in a variety of settings: in their churches and living quarters, in the homes of congregation members, as well as in hospitals, nursing homes, community meeting rooms, schools and religious institutions.

### **Some fulfilling and satisfying aspects of this career**

- serving others
- offering guidance to those who are troubled
- working with all types of people
- serving as the religious leader of a congregation

### **Some demanding and challenging aspects of this career**

- working long, irregular hours and being on call around the clock
- working under pressure during occasional emergency situations

### **Purpose Orientation**

A clergyman should:

- have a strong religious faith
- have belief that he is called by God
- have desire to serve others
- get along well with all kinds of people
- be a role model in ethical and moral conduct
- have initiative and self-discipline
- be able to speak and write well
- be organized and good leadership and motivational skills
- think and act clearly in emergencies
- have problem-solving skills
- have emotional stability and maturity

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Religious Studies, Languages, History

### **Training**

Degree: Theological studies, Missiology or Pastoral Studies

Note: There is a vast number of church groups and denominations and each one has its own requirements for the training of their clergymen.

### **Employer**

- Individual congregations
- Chaplains for hospitals, Prisons Department, the Police and the armed forces
- Religious institutions
- Universities

## **Career 19: Nanny**

Nannies are trained workers who care for and attend to children's needs as well as perform various chores in the homes of the families that employ them. They prepare the children's meals, do grocery shopping for the children, accompany children during meal times and sometimes need to clean up after their meals.

When caring for an infant, the nanny ensures that bottles are properly washed and sterilized, changes the infant's diapers (nappies) and sometimes also washes its clothes. Nannies need to ensure that the child's clothing is packed away tidily. Once the child is old enough, the nanny teaches them to organize their possessions.

The nanny bathes and dresses the child / children and teaches them proper grooming skills, such as how to brush their teeth regularly. A nanny is not only responsible for training the child / children but also acts as their guardian. The nanny plays games and plans educational activities, and ensures that the child / children grow up with respectable ways and manners.

The nanny may also plan birthday parties, vacations and field trips. Most of the time, the nanny will accompany the employers on vacation. Nannies need to be detail-orientated, since they act on behalf of the parents and need to teach the child / children how to behave in public. Parents must have the assurance that their child / children are in good hands.

### **Some fulfilling and satisfying aspects of this career**

- being able to raise children and teach them the basic life skills
- seeing various places
- many nannies make lifelong friends with the families they work for

### **Some demanding and challenging aspects of this career**

- working long hours
- frustration when children are difficult or disobedient

### **Purpose Orientation**

- love children, able to give of yourself
- patient, kind, tactful, responsible
- friendly, helpful, natural and sincere
- get along with various types of people
- ability to adapt to various environments
- love the idea of making a real difference in someone else's life

## **Training**

A certificate in Educare

Some areas covered in the courses include:

- Day Care Administration
- Child Health
- Career Orientation
- Educare Theory
- Educare Practical

In-service training is also possible, under the supervision of the child's parents

## **Employer**

- private families
- employment agencies specializing in au pairs / nannies

## **Career 20: Personal Trainer**

Personal trainers are people dedicated to helping clients reach their individual goals and realize their potential through coaching and managing their physical training programmes.

Personal trainers take on a range of clients, from beginners to top athletes. They supervise their clients' physical programmes and educate, motivate and inspire them to achieve optimum fitness and to meet their individual goals.

They screen and test prospective clients, then design safe, effective and enjoyable exercise programmes for them. They instruct clients on the correct techniques to avoid injury. They draw up training logs and monitor training programmes, and record the development and achievements of their clients. They advise clients on exercise options, goal setting, nutrition and lifestyle; they answer fitness-related questions, and then refer problems to appropriate healthcare professionals.

### **Some fulfilling and satisfying aspects of this career**

- helping clients to progress in their fitness training programmes and seeing the results
- keeping fit while enjoying yourself

### **Some demanding and challenging aspects of this career**

- sometimes having to work after hours or over weekends
- frustration with individuals who do not respond to encouragement

### **Purpose Orientation**

A personal fitness trainer should:

- have a fit and healthy appearance;
- inspire confidence;
- communicate well;
- have a likeable personality;
- have empathy and patience;
- be professional;
- have enthusiasm and the ability to motivate people.

### **School Subjects**

Ordinary or Advanced Level Certificate

Compulsory Subjects: None

Recommended Subjects: Life Sciences

**Employer**

- Universities and universities of technology
- Health clubs
- Community organisations
- Trade unions
- Gymnasiums
- Prison Services
- Self-employment, personal trainers may establish their own client bases and become self-employed

## **Career 21: Play Therapist**

Play is an important part of any child's development, and when strife and trauma enter a child's life, he or she cannot cope with it like adults do. A child usually expresses pain and anxiety through playing, by means of drawings, sand, clay or acting.

Play therapists work with children aged between three and eleven years of age, and occasionally also with adolescents who are suffering from a range of psychological difficulties and complex life experiences. Psychological difficulties include depression, anxiety, aggression, learning difficulties and ADHD. Difficult life experiences include abuse, grief, family breakdown, domestic violence and trauma.

A professionally trained play therapist helps a child to increase insight, to decrease internal conflict and to improve resiliency, coping and emotional literacy. Play therapists work closely with the child's parents or carers throughout the Play Therapy intervention and occasionally also undertake parent-child relationship interventions.

They often work in multidisciplinary teams of psychiatrists, psychologists, psychotherapists, social workers, psychiatric nurses and occupational therapists.

Play therapists are trained in the assessment and treatment of children, from nursery age to adolescence. They work predominantly with individual children and are skilled in developing symbolic communication and establishing in-depth therapeutic relationships. This mode of communication and type of relationship facilitates change and growth in children experiencing emotional distress. The various techniques used involve the use of puppets, sand, clay, pictures and drawings.

### **Some fulfilling and satisfying aspects of this career**

- rewarding and fulfilling working with children
- sense of achievement

### **Some demanding and challenging aspects of this career**

- working with uncooperative parents
- many hours of preparation required

### **Purpose Orientation**

- be caring, kind and patient
- enjoy working with children
- be sensitive and mature

- have insight, confidence and emotional strength

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College has its own entry requirements.

Compulsory Subjects: Mathematics

Recommended Subjects: Life Science

### **Training**

A masters degree is required for this career, available at most universities. An honours degree in a relevant subject such as Psychology, Social Work, Teaching or Occupational Therapy is an essential prerequisite. Applicants would normally have completed a minimum of two years' work with children of varying ages and families in a voluntary or professional capacity.

Play therapy is usually a second career for those with a background in psychology, nursing, social work or teaching.

### **Employer**

Many play therapists work part-time, generally for more than one organisation, or are in private practice. It is rare for play therapists to work full-time for one organisation.

## **Career 22: Rehabilitation Counsellor**

Rehabilitation counsellors provide counselling and guidance to people who have a psychological, personal, social, physical or vocational crisis.

Counsellors determine the exact nature and impact of the problem, evaluate the client in terms of interests and skills, and provide appropriate services and options to increase the client's quality of life. After conferring with the client's physician, psychologist, occupational therapist, employer, or anyone else involved in assisting the client, a suitable rehabilitation programme is decided on and set in motion. The rehabilitation programme may range from one week to several years, depending on the nature of the problem and the needs of the client.

The world of psychopathology is an exciting one. In this field, you have numerous opportunities for career development in various sectors.

Rehabilitation counsellors are social workers who carry out therapeutic programmes in a rehabilitation centre. They are trained in community work, case work and group work. Group work is a therapeutic learning environment where they meet with a group of patients at specific times, and case work is when they work one-on-one with a patient. Another part of the job as a rehabilitation counsellor involves family therapy, which is extremely important in helping patients with dependencies, and improving their family life as a whole. Report-writing is also a large part of this career.

An average day for a rehabilitation counsellor begins with a panel discussion in the morning, finding out from the nurses what happened during the night, followed by group sessions and, lastly, individual sessions. The actual activities depend on the particular stage in the programme that has been reached. Near the end of the programmes, families come in and group family therapy sessions are conducted. Each week of the programme has specific regular activities, and interesting and unique challenges.

### **Some fulfilling and satisfying aspects of this career**

- dealing with challenging and interesting cases
- seeing patients improve and regain their personalities

### **Some demanding and challenging aspects of this career**

- all the paper work, writing reports
- lack of cooperation from the families
- being called out over weekends

**Purpose Orientation**

- a good communicator
- good people-management skills
- able to work as part of a team
- able to remain emotionally distanced
- able to show empathy, not sympathy

**School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College has its own entry requirements.

**Training**

To become a social worker, you need to obtain a four-year honours degree in Social Work.

Degree: BA (Social Work), BSoc Sc (Social Work) or BA (Social Sciences)

**Employer**

- government departments and provincial and local administration
- provincial hospitals
- rehabilitation centres

## Career 23: Skin Care Specialist (Aesthetician)

Skin care specialists are trained beauty professionals who specialise in taking care of the skin, both facial and body. They perform a variety of skin-care services including facials, manicures and pedicures, body massages and other full body treatments, waxing (hair removal), blemish control and application of makeup.

Their tasks include the following:

- analyse the customer's skin-care needs
- discuss treatments and products with clients
- use a magnifying lamp or visor to evaluate skin appearance and condition
- perform facials and massages to cleanse pores and improve skin tone
- apply chemical peels to reduce fine lines and age spots
- perform simple extractions to remove blackheads
- remove unwanted facial or body hair using depilatory wax
- tint eyebrows and eyelashes
- instruct customers on skin care and makeup techniques
- select and apply cosmetic products such as creams, lotions, and tonics
- give manicures and pedicures, and apply artificial nails
- sterilize equipment and clean work areas
- keep records of client needs and preferences, and the services provided.

They also advise clients about colours and types of makeup, and instruct them in makeup application techniques. They demonstrate how to clean and care for skin properly, recommend skin-care regimens and determine which products or colours will improve a client's skin quality and appearance.

If necessary, they refer clients to medical personnel for the treatment of serious skin problems.

Paramedical aestheticians require more advanced on-the-job training under the supervision of a licensed medical professional and generally work under the direct supervision of a physician.

They may work with plastic surgeons and dermatologists in private doctors' rooms or speciality clinics that provide more intense skin-care treatments such as chemical peels, microderm-abrasion, laser rejuvenation, vein therapy, wrinkle reduction and other treatments that enhance skin reconstruction necessitated by accidents, age or illness.

In pre- and post-operative skin care, they provide treatments that prepare the skin for surgery for

a more comfortable healing process. They show patients how to conceal redness and bruising with corrective make-up while the skin is healing.

### **Some fulfilling and satisfying aspects of this career**

- being able to do thorough assessments and give relevant treatments
- helping to cure skin problems
- being able to help clients
- compliments from satisfied clients
- the opportunity of self-employment

### **Some demanding and challenging aspects of this career**

- long hours and hard work
- starting early or working late if clients require it
- dealing with difficult clients
- at times physically and emotionally tiring

### **Purpose Orientation**

- pleasant personality
- enthusiasm, drive and creativity
- empathy with people
- ability to communicate well
- courteous and professional
- good stamina and manual dexterity
- entrepreneurial and managerial skills

### **School Subjects**

- Advanced Level Certificate for diploma course
- Ordinary Level Certificate for certificate courses

Compulsory Subjects: Life Sciences

Recommended Subjects: Physical Sciences

### **Training**

Diploma: Various relevant diplomas

Certificate: Various certificate courses

### **Employer**

- beauty salons
- cosmetic companies

- electrolysis clinics
- doctors' rooms
- health hydros and spas
- television and film companies and studios
- self-employment, with enough experience and capital, can start own business

## Career 24: Social Worker

Social work is a modern profession, but its task of rendering help is as old as the human race itself. Social workers are professional, qualified people who strive for the general well-being of people from every walk of life.

It is their task to analyse the deep-rooted causes of social problems, such as poverty, unemployment, illness, antisocial behaviour and other social inadequacies, and to help those concerned to overcome them. Specialized knowledge and an understanding of people are therefore essential in the job.

Their services are aimed at the individual, group, family, organization, or community context and their environment, as well as at the interaction between people and their environment. These are the challenges facing the social workers on a day-to-day basis. Social workers try to help improve people's behaviour or circumstances to enable them to once again play a meaningful role within their families, communities and society.

The following fields of service can be differentiated within the profession:

- Child and family welfare
- Marriage and divorce counselling
- Elderly care
- Medical social work
- Psychiatric social work
- Social work with mentally or physically disabled persons
- Social work with alcoholic or drug dependants
- Social work with offenders
- Social work in the workplace
- School social work.

Some of the social workers' tasks are aimed at the prevention and elimination of social problems in the community. This involves close cooperation with specific members or groups within the community. In some cases, social workers work in close contact with other disciplines, such as doctors, psychologists and educationalists. Social workers identify social pressures and needs in a community, to employ existing resources or to establish those that might be lacking.

Communities may, for example, be in need of:

- housing

- improvement and development of the environment
- facilities for leisure-time activities
- day-care for pre-school children
- centres for the care of school-going children after school
- homes and service centres for the aged
- rehabilitation centres
- facilities for the disabled.

As with all professions, social workers are involved in research and administration. Tasks in this regard are aimed at the identification of problems and needs; the exploration of the most effective way of preventing such problems and resolving that need, and the maintenance and development of social work services.

In addition to interviewing clients at the office, at their homes and contacting other significant persons in their social environments, social workers are also responsible for large amounts of office work. This includes the preparation of reports on clients for welfare organizations, schools and courts of law.

Three primary methods are used by social workers in their professional work, namely: casework, group work and community work. These three methods are usually complementary to each other.

*Case Work:* Case workers develop one-to-one relationships with individuals, visiting them to give personal assistance and encouragement.

*Group Work:* Group workers organize group activities for people sharing similar problems, interests and needs; for example the organization of recreational activities for the elderly.

*Community Work:* These social workers identify needs in the community and helps to plan and develop health, housing, rehabilitation and other welfare services.

Social workers can be appointed by their employers to take charge in the training of social auxiliary workers. They have to be able to train pupils theoretically as well as practically and to integrate theory and practice.

### **Some fulfilling and satisfying aspects of this career**

- helping others
- making a difference in people's lives
- the chance to work part-time, as the demand for social workers is usually very high

### **Some demanding and challenging aspects of this career**

- working with disagreeable people
- dealing with depression when there seems to be no solution to a client's problem
- the stress of not letting other people's problems become your own

### **Purpose Orientation**

A social worker should:

- enjoy working with different kinds of people;
- have a desire to serve others and help them to live fuller lives;
- be sympathetic but objective;
- be reliable and resourceful;
- be even-tempered, tolerant and mature;
- be able to inspire confidence in others;
- have a good understanding of human nature;
- have above average intelligence and verbal abilities;
- have good health and physical stamina.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: None

### **Training**

Degree: BA (Social Work), BSoc Sc (Social Work) or BA (Social Sciences)

Social work students are encouraged to continue their studies at post-graduate level. Various universities offer specialization in fields such as: Social Work in the Workplace, Medical Social Work, Psychiatric Social Work, Supervision, Social Planning and Administration, etc.

### **Employer**

- Government departments and provincial and local administrations
- Provincial hospitals
- National Council for Alcoholism and Drug Dependency
- Schools

## Career 25: Sociologist

Sociology is the science of human relationships, the means by which people and groups behave towards each other, as well as socio-economic developments and changes. Sociologists study the origins, growth and interactions of human groups, for example; families, tribes, communities and social institutions such as: religious, political and economic groupings, ethnic groups and social classes.

They study the behaviour and interaction of groups, trace their origin and growth and analyse the influence of group activities on individual members.

Sociologists can specialize in a wide range of areas, for example: social groupings, social stratification and mobility, racial and ethnical relationships, social psychology, as well as political, economic and applied sociology.

Other directions include research, demographics, gerontology and clinical sociology. Sociological research involves collecting information, analysing and interpreting data that is collected through surveys, in-depth interviews, case studies and other methods.

Sociologists also study social processes and phenomena, such as social deviant behaviour, group friction and migration. They may investigate topics on a large scale such as housing conditions, recreational patterns, drinking patterns and drug abuse as it occurs in groups of people, or they may examine the effects of different styles of leadership on individuals in small groups.

The sociologist can work in a variety of fields:

- Social psychology
- Clinical sociology
- Political sociology
- Economic sociology
- Applied sociology
- Research

Academic sociologists teach at universities; research sociologists do full-time research; administrative sociologists assist personnel sections; and planning sociologists are concerned with development and planning. Many sociologists work at universities, doing research and giving lectures. Since sociology overlaps many related fields of study, sociologists may interact and cooperate with psychologists, economists and town planners and do market and consumer behaviour research.

### **Some fulfilling and satisfying aspects of this career**

- interesting, challenging and varied work
- a certain amount of prestige
- good working conditions

### **Some demanding and challenging aspects of this career**

- tight schedules
- heavy workloads
- the years of study needed
- field work requiring long hours, often carried out in the evenings

### **Purpose Orientation**

A sociologist should:

- be interested in man and his behaviour;
- be able to get on well with people from every population group or class;
- have intellectual curiosity and an inquiring mind;
- have analytical skills and objectivity;
- be able to undertake independent research;
- have mathematical and statistical ability for research work;
- have above-average intelligence;
- be able to speak and write well.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Languages, History, Geography

### **Training**

Degree: Sociology may be taken as a major or subsidiary subject to form part of the BA degree or diploma. Related fields of study in which Sociology is a compulsory subject, are as follows: Nursing, Social Work and Town and Regional Planning.

Post-graduate study: Those who wish to turn Sociology into their occupation require post-graduate qualifications. Those with post-graduate training in Sociology may be employed as academic sociologists attached to universities as lecturers, research sociologists at research institutes, universities and other organizations; and administrative and planning sociologists

(persons employed in large organizations and industries in which a sound knowledge of human relations is essential, for example liaison officers and personnel managers and persons concerned with planning and development).

At certain universities, Sociology and Industrial Sociology are also offered for degree courses in Commerce, Economic Sciences and Administration.

Industrial Sociology is concerned, inter alia, with management / labour relations in complex industrial societies. It prepares students for careers in industrial relations, either in the field of management or in trade unions.

**Employer**

- Universities
- Government departments, municipalities and administration boards
- Non-government organizations
- Research institutions