



# S O C I A L W O R K

## **Bachelor of Social Work: Social Work Minor: Social Work**

Working in a myriad of settings from early intervention centers and schools to counseling centers, hospitals, and nursing homes, social workers help people live at their highest potential. Adhering to the National Association of Social Workers Code of Ethics, social workers interact with individuals, families, groups, organizations and communities. They function as counselors, educators, advocates, case managers, policy analysts, and researchers. Social Workers initiate social change and seek social justice. Internships are required in this program.

The Bachelor of Social Work program at Kutztown University is nationally accredited by the Council on Social Work Education and is a professional program that prepares generalist social work practitioners. Successful graduates may complete the Master of Social Work in one calendar year.

### **Career types associated with Social Work**

*(Is this a good fit for you? Are you...)*

Social - "Helper"

Enterprising - "Persuader"

Conventional - "Organizer"

### **Related skills, values, and qualities**

- Ability to demonstrate empathy for others in stressful situations
- Ability to interact with people of different backgrounds in a variety of situations
- Strong interpersonal communication skills
- Proficiency in reading comprehension, writing and speaking
- Ability to conduct and explain social research
- Ability to observe, evaluate and solve problems
- Ability to maintain composure in stressful situations
- Ability to adapt to new environments and improvise when needed
- Ability to evaluate problems and make appropriate decisions

### **Courses Social Work majors typically enjoy**

- Sociology
- Psychology
- Civics/Government
- Communications
- Economics
- Family Studies
- Health
- Philosophy

### **Common interests of Social Work majors**

- Participating in charitable outreach efforts and raising funds for social concerns
- Joining school clubs and organizations
- Serving as a peer counselor, tutor, or hotline assistant
- Working part-time or volunteering in a community service agency
- Reading about social issues and attending lectures

### **For more information about the major**

Contact the Social Work Department, 27 Old Main, 610-683-4235, or visit [www.kutztown.edu/SocialWork](http://www.kutztown.edu/SocialWork)

### **KU Majors related to Social Work**

Psychology, Sociology

Social Work students may also be interested in: Advertising \*, Communication Studies, Criminal Justice, Economics \*, English, German Studies, History, Human Resource Mgt. (cert), International Studies \*, Literature \*, Marketing, Multicultural Studies \*, PA German Studies \*, Philosophy/Religious Studies, Political Science, Psychology, Public Administration, Public Relations \*, Secondary Education, Spanish, Women's and Gender Studies \*, Writing\*

\* minor only

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

2<sup>ND</sup> YEAR

3<sup>RD</sup> YEAR

4<sup>TH</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.
- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.
- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.
- Attend your senior kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette dinner.
- Participate in job fairs and on-campus interviewing.

## Sample Career Titles

Social Work majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco).

- Activity Leader
- Agency Director
- Aging/Gerontology Specialist
- Behavior Specialist
- Case Worker
- Child Welfare Worker
- Clinical Social Worker
- Community & Social Service Worker
- Community Relations Director
- Correctional Caseworker/Officer
- Counselor: Alcohol/Drug
- Counselor: Career
- Counselor: Crisis Intervention
- Counselor: Employment Agency
- Counselor: Marriage
- Counselor: Occupational
- Counselor: School
- Counselor: Vocational Rehab.
- Criminologist
- Developmental Disabilities Specialist
- Employee Assistance Director
- Employee/Labor Relations Manager
- EEO/AA Specialist
- Financial Aid Director
- Group Home Parent/Director
- Health Care Specialist
- Health Educator
- Human Factors Specialist
- Human Resources Administrator
- Intake Counselor
- International Student Advisor
- Job Analyst & Developer
- Labor Relations Specialist
- Market Research Analyst
- Medical Social Counselor
- Mental Health Professional
- Minority & Race Relations Specialist
- Mobile Therapist
- Motivational Speaker
- Outplacement Specialist
- Paralegal
- Peace Corps/VISTA Volunteer
- Personnel Manager
- Police Officer
- Policy & Planning Specialist
- Probation Officer
- Psychiatric Nurse
- Psychiatric Social Worker
- Public Health Statistician
- Public Opinion Surveyor
- Public Relations Specialist
- Regulatory Administrator
- Social Service Administrator
- Social Worker: Family Services
- Social Worker: International
- Social Worker: Hospital
- Social Worker: Psychiatric
- Social Worker: Occupational
- Social Worker: School
- Sociologist
- Statistician Analyst
- Teacher
- Technical Writer/Communicator
- Therapeutic Staff Support Person
- Wage/Benefits Analyst
- Youth Corrections Officer

## Common Internship Sites and Employers

Social Work majors often find internships and employment in the following fields/industries.

- Adoption-Foster Care Agencies
- Business & Industry
- Community Agencies
- Correctional Facilities
- Educational Institutions
- Human Rights Agencies
- Medical Centers/Nursing Homes
- Mental Health Agencies
- Non-Profit Organizations
- Rehabilitation Agencies & Hospitals
- Research Foundations
- State/Federal Government



Handshake is the primary online resource for preparing and connecting students and alumni with employers.  
[www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)

## Useful Websites for Social Work Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

### Industry Information & Job/Internship Search Sites

Careers in Federal Government  
[www.makingthedifference.org](http://www.makingthedifference.org)

The Chronicle of Philanthropy  
<http://philanthropy.com>

Human Service Careers  
[www.hscareers.com](http://www.hscareers.com)

Idealist: Non-Profit Opportunities  
[www.idealists.org](http://www.idealists.org)

MentalHelp.Net  
[www.mentalhelp.net](http://www.mentalhelp.net)

NASW JobLink  
[careers.socialworkers.org](http://careers.socialworkers.org)

The New Social Worker Online  
[www.socialworker.com](http://www.socialworker.com)

Non-Profit Times  
[www.nptimes.com](http://www.nptimes.com)

Saludos Hispanos Career Center  
[www.saludos.com/cguide/cswguide.html](http://www.saludos.com/cguide/cswguide.html)

Social Service Jobs  
[www.socialservice.com](http://www.socialservice.com)

Social Work Job Bank  
[www.socialworkjobbank.com](http://www.socialworkjobbank.com)

LinkedIn Jobs  
[www.linkedin.com/jobs](http://www.linkedin.com/jobs)

### Professional Associations

Association for Community Organization & Social Administration  
[www.acosa.org](http://www.acosa.org)

Clinical Social Work Federation  
[www.cswf.org](http://www.cswf.org)

Council on Social Work Education  
[www.cswe.org](http://www.cswe.org)

National Association of Social Workers  
[www.socialworkers.org](http://www.socialworkers.org)  
[www.nasw-pa.org](http://www.nasw-pa.org) (PA Chapter)

National Assoc. of Black Social Workers  
[www.nabsw.org](http://www.nabsw.org)

National Organization of Forensic Social Work  
[www.nofsw.org](http://www.nofsw.org)

North American Association of Christians in Social Work  
[www.nacsw.org](http://www.nacsw.org)

The Association of Baccalaureate Social Work Program Directors  
[www.bpdonline.org](http://www.bpdonline.org)

Society for Social Work Leadership in Health Care  
[www.sswlhc.org](http://www.sswlhc.org)

# Building Your Resume for a Career in Social Work

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge.

## Shawna Social Work

ssoci000@live.kutztown.edu, 555-555-5555

### EDUCATION

M.S.W. Kutztown University of Pennsylvania  
Program: Social Work  
GPA: 3.90

Kutztown, PA  
May 20xx

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice.

B.S.W. Kutztown University of Pennsylvania  
Major: Social Work, Minor: Women's Studies  
GPA: 3.50

Kutztown, PA  
May 20xx

Related Courses: Social Welfare Policy, Social Work Practice with Groups and Families, Social Work and Substance Abuse, Child Welfare and Social Work Practice, Case Management

### RELATED EXPERIENCE

"Stepping Stones" Program, Person Directed Supports Inc.  
Mental Health & Wellness Intern

Allentown, PA  
Summer 20xx

- Assisted adults with physical and intellectual disabilities in skill building exercises and activities
- Aided clients in forming and completing daily goals
- Documented client progress and communicated concerns during bi-weekly staff meetings
- Observed and co-facilitated groups focusing on emotion regulation and coping skills

Berks Women in Crisis (BWIC)  
Volunteer Hotline Counselor

Reading, PA  
Sept 20xx-Aug 20xx

- Completed an 11-week intensive training program focusing on confidentiality and counseling techniques
- Assessed for suicidal ideation during client crisis calls
- Recorded and maintained confidential client logs
- Provided short-term emotional support and service referral information
- Utilized active listening skills to best understand and serve client needs

Extern

May 20xx

- Observed daily functions of hotline counselors including advocacy efforts and training activities

Utilize summer breaks to acquire valuable experience via volunteer or employment opportunities related to your major.

### CAMPUS LEADERSHIP & INVOLVEMENT

Presidential Ambassador Student Engagement Chair, Kutztown University

Spring 20xx-Present

- Coordinate networking events with KU Alumni Engagement Office to connect current students and alumni
- Create and advertise alumni mentorship program through use of targeted emails and Alumni LinkedIn page
- Monitor and maintain social media sites including Facebook, LinkedIn & Twitter

Presidential Ambassador, Kutztown University

Fall 20xx-Present

- Work directly with President's Office to promote student-alumni connection events such as career networking nights, homecoming festivities, and alumni dinners

Volunteer, Special Olympics, Kutztown University

Spring 20xx, Spring 20xx

Big Brothers Big Sisters Coordinator, Kutztown University Community Outreach Center

Fall 20xx-Fall 20xx

- Organized group museum, park and zoo field trips with Reading agency
- Communicated with agency staff and volunteers to ensure proper execution of programs for children ages 6-18

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.

### WORK EXPERIENCE

Clothing Inc.  
Sales Associate

Kutztown, PA  
Aug 20xx-Present

- Provide excellent customer service, handle cash and credit transactions

### HONORS & AWARDS

Dean's List

Fall 20xx, Spring 20xx, Fall 20xx

Berks Women in Crisis Volunteer of the Month

Oct 20xx

Career Success Certificate, Kutztown University Career Development Center

Spring 20xx