

Good Luck

to the graduating class of 2011!



Students Meet with Potential Employers at This Year's Job Fair

The staff at the Office of Career & Internship Services would like to extend best wishes to all our graduates. We share in your pride and congratulate you on your accomplishments.

As a graduate of SUNY Orange you are poised to begin your future, and our office can be of assistance as you set out on your career path. Visit us any time to take advantage of the many services we offer. Caring professionals are here to answer your questions and guide you through the myriad of career information. Our services for alumni include resume assistance, interviewing help, networking tips, job market information, as well as part-time and full-time job postings.

Your destiny is in your hands and you can create a future that includes a fulfilling career. Stop by our office at the Shepard Student Center, Room #227 and see how we can help.

Your Career Services Team



SUNY Orange
Office of Career and Internship Services

www.sunyorange.edu/careers
careers@sunyorange.edu
(845) 341-4444

Middletown Campus
George F. Shepard Student Center
Room #227

Monday, Tuesday, Thursday, Friday:
8:30 a.m. to 5 p.m.
Wednesday:
8:30 a.m. to 7:30 p.m.

Newburgh Campus
Please call for hours

Networking Strategies

Learn the essentials of networking and incorporate it into your job search efforts.

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Internship Update

Internships help students put theory into practice. Learn how one student benefitted from her internship.

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Featured Employer

Crystal Run Village is one of the county's largest human services providers. Find out what employee skill sets are required to work at CRV and at other human service agencies.

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Career Advice from the Staff

Career Services' staff provides tips for career success.

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Upcoming Events

Read about upcoming activities and workshops that are scheduled for the remainder of the spring semester.

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Networking

The essential job seeking tool, especially during tough economic times



Networking, the art of building contacts, is among the most effective career development and job search techniques. It far outranks the more traditional job seeking tactics, checking and responding to want ads. Indeed, employers make their fewest hires through want ads and 80% of jobs are never even advertised. In fact, studies find that more than 60% of all people

locate their jobs through a lead provided by a personal contact.

So how do you start your networking plan?

1. Create your lists of contacts: friends, relatives, friends of parents; former co-workers, teachers, advisers; members

of your church, civic, or social organizations; neighbors and classmates; former employers, members of professional organizations, and people who provide you with services. Don't forget your Facebook and LinkedIn network. You get the idea.

2. Contact the people on your list in a systematic way. Tell them that you are looking for a job and be specific about what you are looking for and the skills and qualifications you have.

3. Present yourself well; be professional, courteous and enthusiastic.

4. Ask your contacts for job leads. If they have no job leads, ask them if they know of someone else who might know of an opening in your field.

5. Contact the referrals and ask them the same questions. If you do this consistently you will expand your network by hundreds of people. Eventually, someone will hire you or refer you to someone who will. Keep at it!

Internships Confirm Career Decision

The Human Services Program is one of several programs at SUNY Orange that require students to complete an internship, or field experience, as part of the graduation requirements. Vanessa French, a student in the program, completed her field experience at Walden House, a group home for adults with dual diagnoses, operated by Crystal Run Village – our featured employer. Vanessa, who wanted to work with people with mental illness, was able to engage the residents of Walden House and got to know their stories and struggles. “The house staff was most accommodating and gracious,” said Vanessa, “and allowed me to review case logs, evaluations, and monthly goals”. The manager and assistant manager encouraged her to ask questions and made her feel like an equal, not just an intern.

Vanessa's second field placement was at the Rockland Psychiatric Center in Middletown. “Like the first,” she

said “it too is a residential facility for the mentally ill but in a much more institutional setting and with residents struggling with more severe mental



disorders.”

At this placement Vanessa learned about the numerous amounts of paperwork required in the human services field. By interacting with the residents and reading case files, she got to know and experience the effects of mental illness. And, through

her conversations with the staff she leaned how to cope with the inevitable emotions brought about by dealing with this type of population. Dr. Douglas Sanders, Professor in the Behavioral Sciences Program at SUNY Orange and Director at the Rockland Psychiatric Center, provided guidance to Vanessa while at her field placement. He took time out of his busy day to “give me a better sense of how a facility like this works and in some cases, doesn't work.”

Vanessa concludes that the field experience class “helped me narrow down my field of interest, identify my strengths, and determine my educational goals.” It brought the theory taught in her psychology classes to life. In prior classes she learned what a human service professional does, but in the field experience class she learned how to do it, and how to do it well. For Vanessa, the field experience class was invaluable.

Featured Employer: **CRYSTAL RUN VILLAGE**

According to the Department of Labor, the health and human service industry's occupational projections are expected to increase by 13.1% from 2008 to 2018 in NY State. Crystal Run Village, Inc., founded in 1959, is one of the local human service providers which employs approximately 850 people and serves more than 700 adults and children with developmental disabilities and spectrum disorders. The agency provides a number of services including residential, vocational and life skills development; service coordination; and case management. The agency operates 50 group homes and provides services to individuals living at home with their families, in supported apartments, at their places of employment or at school. Crystal Run Village operates throughout Orange, Sullivan and Rockland counties, and the vast majority of its workforce, 80%, provides direct client support.

Direct Support Professionals comprise the majority of the agency's entry level hiring. Minimum qualifications for direct support professionals are a high school diploma or GED, a valid driver's license, and passing of a background check. Although experience in the human services field is not necessarily required for employment, having such work experience or knowing someone with a developmental disability is a plus, as is the completion of relevant college course work. According to Laurie Cirillo, Associate Executive Director of Human Resources, the agency seeks people who are flexible, have good interpersonal skills, are computer literate, and communicate well both verbally and in writing.

Bailey Hooper, a 2010 SUNY Orange graduate has been working at CRV since 2007 as a Direct Support Professional. She says the mentoring is what she likes best about her job. "I really help these guys on a daily basis," said Bailey. "It is very rewarding knowing that."

The agency encourages qualified employees to apply for open positions. Ms. Cirillo states that employees who are willing to be empowered and accept responsibility, who have



Direct Support Professional Bailey Hooper with Robert Morrison and John Wisniewski. With her assistance, the men have full lives in the community.

ethical judgment and are able to create relationships of trust and mutual respect are most likely to advance within the organization. The agency encourages their staff to pursue a college degree and provides financial relief in the form of tuition reimbursement or tuition deferment for course work at colleges.

Case managers and service coordinators must have a bachelors degree. The agency has a combined nursing staff of 21 RNs and LPNs. Other positions include social workers, individuals with accounting, bookkeeping and quality assurance skills. Executive level staff is expected to have graduate or doctorate degrees.

Ms. Cirillo states that individuals pursuing a career in developmental disability services must work not only with their heads, but with their hearts and hands. Providing personal assistance is not custodial care, it is about helping an individual to develop and live to his or her full capacity through personal relationships and experiences as a community member. Many aspects of working in the human services field are difficult due to governmental regulations and policies. The amount of documentation can be overwhelming. There is a lot of observation, data collection, accurate reporting and record keeping that must be submitted to appropriate sources in a timely fashion.

If you want to help others and make a difference in someone else's life, you might want to consider employment in the human services field.

Important Advice from your Career Services Team

When Networking, Prepare a 60 second "Elevator Speech"

When networking have your 60 second elevator speech ready. This mini commercial should explain your knowledge, skills and abilities and let the listener know what type of work you are looking for. Be prepared to back up your skills and abilities with concrete examples during an interview.

Petra Wege-Beers,
Director

Be Willing to Accept a Part-Time Position

In this job market, it is important to realize that jobs, even entry-level positions, are not going to fall into your lap! If that full-time job you have been wishing for is practically nonexistent, even for the experienced candidate, then what are your options? Unemployment? Giving up your dream? Not so.

Part-time work is an answer to getting some vital work experience and a way to help pay off those pesky bills. You might even be able to work multiple positions while you hone those customer service, communication, management, and instructional skills you know you have plenty of, but you need a chance to show them to an employer!

Even if the full-time job you so desperately want has not yet opened, it will do you no harm to work within a part-time arrangement. It looks great on your resume and your work skills will just improve with practice. You'll be so much more ready for that full-time position when it appears!

Linda Newman,
Career Development Specialist

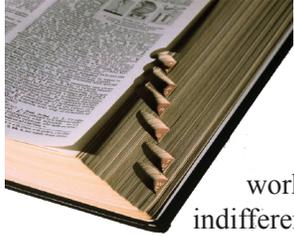
Your Resume Should Target the Position You Apply For

Tailor your resume to the specific job you're seeking, and incorporate relevant key words from the job description into your resume.

Irma O'Dowd
Clerk

CAREER BLUNDERS

Can bad spelling be a career destroyer? Yes, it can. It can even cause an interviewer to discount your candidacy for an interview because poor spelling indicates several things including laziness, carelessness, low quality



work, and indifference to making the right impression.

You do yourself no kindness when you try to communicate that you pay attention to detail, but your resume says that you pay “attention to detail.”

An error-free cover letter and resume can suggest that your communication skills are “right on target.” Good grammar and usage and spelling can also imply intelligence and that you are educated and capable of representing an organization well.

SENIORS

Looking for a job?

Come register on our on-line job bank – the Career Portal. Local and regional employers list entry-level, as well as career track positions there. Go to www.sunyorange.edu/careers, click on the Career Portal door image at the bottom of the page, and register for access to over 100 jobs.

JOB FAIRS COMING IN 2011

Orange County Job Fair to be held on **Wednesday, May 18** from 10 a.m. to 2 p.m. in the Galleria Mall in Middletown, NY.

FREE Summer Webinar Series to built your Job Search Skills!

For graduates only!

Participate in Career Marathon Day on June 9 from 11 a.m. to 11 p.m. and pickup tips, ideas and best practices that will make you stand out from the crowd. See how LinkedIn, Twitter and Facebook can help you build a network and search for a job. Learn to build your brand, handle tough interview questions, know which job boards to use and how to network.

Only 5,000 connections available nationally.

Register immediately at:

www.talentmarks.com/Webinar/GRAD_Summer_Webinars.aspx

YOUR CAREER →

CAREER WEBINAR SERIES

What you don't know will cost you interviews and jobs. The Career Center provides access to top career gurus. Come pick up the latest information on proven job search techniques.

Attend one presentation or all.

April 27
May 5
May 11
May 18

Mark Goulston
Devora Zack
Peter Weddle
Martin Yate

Listening
Networking
Career Strategy
Job Search

Where: Career Center, Room 227 George Shepard Bldg. Time: 3 to 4 p.m.