Watch the video:
www.csiu.org/watch

Select Flipped Learning from the menu.

10 Job Skills Every Employer Wants

Career Coordinator Packet

Ann Miller
WATCH Project Supervisor
WATCH Core Mission

The Work Attributes Toward Careers in Health Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- **Direct Care Workers (DCW)**
- **Certified Nursing Assistants (CNA)**
- **Licensed Practical Nurses (LPN)**
- **Registered Nurses (RN)**
- **Emergency Medical Technicians (EMT)**
- **Paramedics (EMT-P)**
- **Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

csiu.org/watch

This publication was supported by Grant #90FX0011 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

Work Attributes Toward Careers in Health (WATCH) is a Health Profession Opportunity Grant and is administered by the Central Susquehanna Intermediate Unit (CSIU).
## 10 Job Skills Every Employer Wants

<table>
<thead>
<tr>
<th>Job Skill</th>
<th>Describe a situation from the presentation or from your life experience that would fit this skill area.</th>
</tr>
</thead>
</table>
| Commitment      | - Show up to work.  
                    - Be on time for work.  
                    - Don’t call off.  
                    - Have alternative arrangements for transportation and child care. |
| The Extra Mile   | - Be enthusiastic.  
                    - Be a team player.  
                    - Pick up extra shifts as you are able.  
                    - Assist a co-worker by answering a call bell from a patient that is not one of your patients. |
| Wear Multiple Hats | - If you have down time, ask for something to do.  
                     - Learn a new skill. |
| Positive Attitude | - Smile.  
                    - Have a “can do” attitude.  
                    - Be optimistic and upbeat.  
                    - Be willing to change for the better. |
| Decision Maker  | - Think critically.  
                    - Be a problem solver. |
| Passion         | - Work hard.  
                    - Take time to interact with those around you.  
                    - Show interest in what you are doing and who you are serving. |
| Organized       | - Accomplish your assigned tasks.  
                    - Be willing to help others.  
                    - Prioritize your work.  
                    - Plan and think ahead. |
<table>
<thead>
<tr>
<th>Job Skill</th>
<th>Describe a situation from the presentation or from your life experience that would fit this skill area.</th>
</tr>
</thead>
</table>
| **Dependable** | - Do what you say you are going to do.  
- Come to work on time; be there when you are supposed to be.  
- Don’t call off.  
- Be responsible for your actions and behaviors.  
- Have alternative arrangements for child care and transportation. |
| **Communication** | - Listen carefully, speak clearly and write well. These are important communication skills.  
- Ask for help.  
- Accept constructive criticism.  
- You are part of a team; communicate with your team members. |
| **Conscientiousness** | - Pay attention to the details.  
- Be efficient and organized.  
- Obey work rules and regulations. |