



## PHYSICAL THERAPY AIDE and ASSISTANT TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Physical Therapist Assistants</b>	1,500	30%	94	\$10	\$24	\$34	\$48,200
<b>Physical Therapist Aides</b>	1,218	28%	73	\$9	\$11	\$14	\$23,600

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co., Illinois Physical Therapy Association. Covers SOC codes 31-2021 and 31-2022.

### JOB DUTIES

#### Physical Therapist Assistants

- Help patients to relieve their pain and increase strength and mobility.
- Work with individuals with disabilities and injuries, or those who are recovering from a stroke or heart disease.
- Work under the direction of physical therapists to carry out treatment plan, teach patients how to do therapeutic exercises or how to use braces, prostheses, crutches, or other devices.
- May involve therapeutic massage, aquatic physical therapy, or ultrasound.
- Measure patients range of motion and vital signs.
- Chart treatment details and patient progress

Visit [www.onetonline.com](http://www.onetonline.com) for more information about this occupation.

#### Physical Therapist Aides

- Work under the supervision of a physical therapist assistant or physical therapist.
- Clean and organize work area and disinfect equipment after treatment.
- Secure patients into or onto therapy equipment.
- Transport patients to and from treatment areas, using wheelchairs or providing standing support and prepare patients for treatment.
- Arrange treatment supplies to keep them in order.
- Some physical therapist aides perform clinical tasks, such as charting patient progress or taking vital signs, but it depends on the employer.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Physical therapist aides are required to have at least a high school diploma or GED. Physical therapist assistants are required to complete an approved, accredited two year degree program <sup>1</sup> and pass an exam administered by the Illinois Department of Professional Regulation.
Skills/Aptitude	Must have subject matter knowledge in anatomy and physiology, and be good at communication and problem solving, and enjoy working with people and be customer service oriented.
Other Requirements	May work evenings and weekends, depending on the employer's hours of operation.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Physical therapist aides may return to school to become physical therapist assistants (requiring a two-year degree) or physical therapists (requiring a master's degree).

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Physical therapists offices, hospitals, nursing care facilities (Lydia Healthcare, Crestwood Care Center)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Physical therapy assistant (PTA), physical therapy technician, licensed physical therapist assistant (LPTA), physical therapy aide (PTA), clinical rehabilitation aide

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<sup>1</sup> Find a list of approved programs in Illinois at <http://www.ipta.org>



## REGISTERED NURSE

### TARGET OCCUPATION PROFILE

#### Registered Nurse

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
58,056	12%	1,762	\$25	\$34	\$46	\$71,800

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co, Illinois Center for Nursing. Covers Standard Occupational Code 29-1111.

#### JOB DUTIES

- Record patients' medical information and vital signs
- Work with physicians and other healthcare staff to plan and implement patient care plans.
- Order and read diagnostic tests to monitor changes in patient's conditions.
- Supervise other nursing staff.
- Instruct patients and families in preventative care or post-hospital care.
- Other duties depend on the setting (hospital, surgery, doctors office, nursing care facility)

Visit [www.onetonline.org](http://www.onetonline.org) for more information about this occupation.

#### IS THIS JOB A GOOD FIT FOR ME?

Education	Practicing nurses in Illinois are required to graduate from an approved professional nursing education program and earn an associate's degree or a bachelor's degree in nursing. A list of approved programs is available at the Illinois Center for Nursing. <sup>1</sup>
Skills/Aptitude	Medical knowledge, Good communication and customer service skills, ability to problem solve
Certifications	In Illinois, registered nurses must be licensed by the Illinois Department of Financial and Professional Regulation. <sup>2</sup>
Other Requirements	The job regularly involves standing for long periods of time, as well as night, weekend, and holiday hours.

#### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

RN's can advance in the administrative or clinical sides of nursing. They may obtain a graduate degree in nursing or health administration and advance to higher levels of management, or can obtain more education to become nurse practitioners, midwives, or nurse anesthetists.

#### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

#### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Hospitals (Northwestern, Loyola), home health care services (Oxford Health Care, Gateway Home Care), physicians' offices, nursing care facilities (Lydia Healthcare)

#### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Registered nurse (RN), staff RN (Staff Registered Nurse), staff nurse, charge nurse, oncology RN (oncology registered nurse), relief charge nurse, cardiac/coronary care unit nurse (CCU nurse), certified nurse operating room (CNOR)

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<sup>1</sup> For a list of approved nursing programs in Illinois, see: <http://nursing.illinois.gov/education.asp>

<sup>2</sup> To review requirements for RN licensure in Illinois, see: <http://www.idfpr.com/PROFS/Info/nursing.asp>



## VETERINARY TECHNICIAN TARGET OCCUPATION PROFILE

### Veterinary Technologists and Technicians

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
914	44%	56	\$11	\$15	\$19	\$31,100

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers SOC code 29-2056.

### JOB DUTIES

- Work under the direction of veterinarians to assist in routine checkups on animals, as well as assist in the diagnosis and treatment of animal health problems.
- Prepare animals for and conduct medical tests such as urinalyses, blood counts, biopsies, and x-rays.
- Prepare animals for and assist in surgical procedures, and care for animals recovering from surgery.
- Administer anesthesia and monitor animals to ensure correct dosage.
- Administer emergency first aid on animals.

Visit [www.onetonline.com](http://www.onetonline.com) for more information about this occupation.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Veterinary techs are required to complete a two year veterinary technology program accredited by the American Veterinary Medical Association. <sup>1</sup>
Skills/Aptitude	Must have medical knowledge, be good at critical thinking and active listening, and be skilled at communication with animal owners and other veterinary professionals.
Certifications	Veterinary techs in Illinois must pass the Veterinary Technician National Examination and be licensed by the Illinois Department of Professional Regulation. <sup>2</sup>
Other Requirements	May involve interactions with hazardous animals at times, resulting in bites or scratches.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

With experience, veterinary technicians can take on more responsibility, assist in more complex tasks, or assume supervisory roles. They must attend veterinary school to become veterinarians.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Veterinarian's offices, advocacy organizations (such as shelters)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Vet tech, registered/licensed/certified veterinary technician (RVT, LVT, CVT), veterinary assistant, veterinary nurse

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<sup>1</sup> List of AVMA accredited programs: <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/vettech-programs-all-programs-list.aspx#illinois>

<sup>2</sup> For licensing information see <http://www.idfpr.com/Renewals/apply/Vet.asp>



## CERTIFIED NURSING ASSISTANT TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Home Health Aides</b>	22,488	37%	1,639	\$9	\$10	\$13	\$22,300
<b>Nursing Assistants</b>	22,909	11%	684	\$10	\$12	\$17	\$26,600

Sources: EMSI 2012, O\*NET, Illinois WorkNet., American Community Survey 2009-2011 for Cook Co. Covers SOC codes 31-1011 and 31-1012. The latter code has been discontinued and replaced with multiple codes including 31-1014 – Nursing Assistants, but data is not yet available for the new code.

### JOB DUTIES

#### Home Health Aides

- Care for elderly, recovering, or patients with disabilities in their own homes and on trips outside the home.
- Maintain records of patient care and condition.
- Check patients' pulse, temperature, and respiration, and administer prescribed oral medication.
- Change bed linens, help patients move in and out of beds, baths, and wheelchairs, and assist with their personal care.

#### Nursing Assistants

- Care for patients in residential care facilities or hospitals.
- Answer patient call signals to determine needs.
- Administer medications or treatments, such as catheterizations, suppositories, irrigations, or enemas.
- Apply clean dressings, and collect specimens from patient.

Visit [www.onetonline.com](http://www.onetonline.com) for more information about these occupations.

### IS THIS JOB A GOOD FIT FOR ME?

<b>Education</b>	These jobs offer opportunities for individuals with a high school diploma or GED, who can complete a certification program approved by the Illinois Department of Public Health. <sup>1</sup>
<b>Skills/Aptitude</b>	Must have medical knowledge, as well as good active listening, customer service, and critical thinking skills.
<b>Certifications</b>	Those working in skilled nursing or intermediate care facilities or home health agencies must complete an approved training program and pass a written competency exam. <sup>1</sup>
<b>Other Requirements</b>	Background check required. May work evenings and weekends. Home Health Aides are required to travel to patients homes, and often do a variety of non-medical tasks, including laundry and house cleaning.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Nursing assistants and home health aides with experience can become supervisors, or can obtain additional training and credentials to become Licensed Practical Nurses and then Registered Nurses.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Nursing care facilities (Lydia Healthcare, Crestwood Care), hospitals, continuing care retirement communities (Admiral Retirement Community, Waterford Estates Retirement Community); home health care services (Oxford Health Care, Gateway Home Care), Services for the elderly or persons with disabilities (Circle of Support, Aspire of Illinois)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Home health aide (HHA), certified nursing aide (CNA), residential counselor, certified medical aide (CMA), care giver

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<sup>1</sup> List of approved CNA training programs here: <http://www.idph.state.il.us/nar/home.htm> and CNA exam info here: <http://nurseaidetesting.com/>



## DENTAL HYGIENIST & DENTAL ASSISTANT TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Dental Hygienists</b>	3,493	19%	154	\$17	\$31	\$43	\$62,000
<b>Dental Assistants</b>	5,408	14%	212	\$10	\$15	\$22	\$32,500

*Sources: EMSI 2012, O\*NET, American Community Survey 2009-2011 for Cook Co. Covers SOC codes 29-2021 and 31-9091, Illinois State Dental Society, Illinois Department of Financial and Professional Regulation, and American Dental Hygienist Association, American Dental Association, and American Dental Assistant Association.*

### JOB DUTIES

#### Hygienists

- Record and review patient medical history
- Examine and clean gums and teeth of patients
- Take x-rays
- Chart conditions of mouth and gums for diagnosis and treatment by dentist
- Apply fluoride to patient teeth

- Prepare patient and set up instrument trays before procedures
- Assist dentist during procedures
- Maintain and clean dental instruments
- Provide health education or postoperative instructions to patients

#### Dental Assistants

Visit [www.onetonline.com](http://www.onetonline.com) for more information about these occupations.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Dental hygienists require an associate's or bachelor's degree from an accredited program; most dental assistants complete a post-secondary program lasting one year or less and earn a credential.
Skills/Aptitude	Enjoys working with other people, skilled at oral communication and active listening, skilled at handling delicate instruments.
Certifications	Dental hygienists must pass both national and regional Board exams. This profession is regulated by the Illinois Department of Financial and Professional Regulation ( <a href="http://www.idfpr.com">http://www.idfpr.com</a> ). Dental assistants are not regulated by the state, so certification is not legally required. However, the Dental Assisting National Board offers certification exams.
Other Requirements	Note that Persons convicted of a felony or serious misdemeanor may not be able to obtain licensure to become a dental hygienist.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Dental assistants may complete additional exams to expand their duties to include sealant application or coronal polishing, for example.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Dentist's offices, hospitals and health systems, temporary help services

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Registered dental hygienist (RDH), registered dental assistant (RDA), expanded duties dental assistant (EDDA), orthodontic assistant, oral surgery assistant

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## EMT & PARAMEDIC TARGET OCCUPATION PROFILE

EMTs and Paramedics	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
	4,831	14%	139	\$11	\$21	\$43	\$56,500

Sources: EMSI 2012, O\*NET, American Community Survey 2009-2011 for Cook Co, Illinois Department of Public Health. Covers SOC code 29-2041.

### JOB DUTIES

- Drive ambulance
- Diagnose illness or injury and establish/prioritize medical procedures
- Administer first aid or emergency treatment procedures; Administer drugs by injection, orally, or intravenously
- Operate medical equipment such as EKGs and defibrillators
- Coordinate with other emergency medical team members, police, fire department, dispatchers and hospital regarding situation
- Comfort and reassure patients

Visit [www.onetonline.org](http://www.onetonline.org) for more information about this occupation.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Basic EMTs are required to complete an approved training program of 110 classroom hours and 10 clinical hours before taking the licensing exam. To move on to intermediate EMT or paramedic it is required to complete 120 hours of continuing education and pass additional licensing exams.
Skills/Aptitude	Works well under pressure, has critical thinking skills and good oral communication and active listening
Certifications	To work as an EMT or Paramedic in Illinois, one must pass either the National EMT exam or one of three Illinois exams – EMT-Basic, EMT- Intermediate, and EMT- Paramedic.
Other Requirements	May work nights, weekends, and holidays. Note that those convicted of a felony or serious misdemeanor may not be able to obtain licensure to become a paramedics or EMT.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

EMT-Bs can obtain licenses to work as EMT-I's or Paramedics with continuing education and additional licensing examinations.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Hospitals (Northwestern, Loyola), ambulance services (Medical Express, Pulse Ambulance)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Emergency medical technician (EMT), EMT - B, EMT - I, EMT-paramedic, first responder





## LABORATORY TECHNOLOGIST / TECHNICIAN TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Medical and Clinical Laboratory Technologists</b>	2,662	<i>Expected decline</i>	52	\$21	\$27	\$35	\$57,200
<b>Medical and Clinical Laboratory Technicians</b>	2,256	1%	44	\$12	\$18	\$28	\$40,200

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers SOC codes 29-2011 and 29-2022.

### JOB DUTIES

#### Technologists

- Collect and analyze fluids such as blood, urine, or spinal fluid.
- Enter results into computer.
- Provide technical information about results to physicians or researchers.
- Supervise and train lab assistants and technicians.

#### Technicians

- Collect and prepare samples of blood or other bodily fluids for analysis
- Use a microscope or other machine to fluids to detect abnormalities or diseases
- Maintain laboratory equipment
- Work with pathologists or other medical professionals to determine diagnosis

Visit [www.onetonline.org](http://www.onetonline.org) for more information about these occupations.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Technologists generally have at least a bachelor's degree, while technicians generally require an associate's degree.
Skills/Aptitude	Has content knowledge in chemistry, biology, and medicine. Able to operate complex medical machinery, skilled at active listening and critical thinking, and has good vision and manual dexterity.
Certifications	Certification is voluntary, but may be required by certain employers. Certification depends on area of specialization, and is available from the American Society of Clinical Pathologists, American Association of Bioanalysts, and American Medical Technologists.
Other Requirements	May work nights, weekends, or holidays. Involves wearing safety gear, and periods working both alone running lab tests.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Technicians can complete additional training and experience to become technologists. They also may move on to work for lab equipment manufacturers as product testers or sales representatives.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Hospitals (Northwestern, Loyola), medical laboratories (Abbott, Brainlab, Quest Diagnostics), doctors' offices

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Medical lab tech, MT or MLT, clinical laboratory scientist (CLS), clinical laboratory manager, laboratory assistant

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## LICENSED PRACTICAL NURSE TARGET OCCUPATION PROFILE

### Licensed Practical and Licensed Vocational Nurses

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
8,272	16%	404	\$15	\$21	\$28	\$44,200

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers Standard Occupational Code 29-2061.

### JOB DUTIES

- Measure patient vital signs, including height, weight, temperature, blood pressure, pulse, and respiration.
- Administer prescribed medications or start intravenous fluids
- Record notes on patients' charts
- Answer patients' calls and determine how to assist them.
- Prepare patients for tests and treatments.
- Duties may include dressing wounds, treating bedsores, collecting blood or urine samples, or performing catheterizations.
- Work under the supervision of doctors or registered nurses.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about this occupation.

### IS THIS JOB A GOOD FIT FOR ME?

Education	LPNs must complete an approved practical nursing program that is at least one academic year. <sup>i</sup>
Skills/Aptitude	Must have content knowledge in medicine, strong attention to detail, enjoy working with people and have good customer service skills. Critical thinking, active listening, and oral communication are also important.
Certifications	The profession is regulated by the state of Illinois. After completing an approved training program, individuals must pass the state licensing exam (\$50 fee).
Other Requirements	May work nights, weekends, or holidays. Involves exposure to diseases and infections, and lots of time on one's feet.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

LPNs with experience can become supervisors of certified nursing assistants or nursing aides. LPNs can also obtain additional training to become registered nurses or other types of healthcare workers.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Nursing care facilities (Lydia Healthcare, Crestwood), hospitals (Northwestern, Loyola), home health care services (Oxford Health Care), doctor's offices, temporary help services

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

LPN, LVN, charge nurse, clinic nurse, office nurse, private duty nurse

<sup>i</sup> A list of [approved LPN training programs](#) can be found at the Illinois Center for Nursing.







## MEDICAL ASSISTANT TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Medical Assistants</b>	7,694	17%	284	\$10	\$15	\$21	\$31,262

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers Standard Occupational Code 29-2061.

### JOB DUTIES

- Work under the direction of a physician.
- Schedule appointments, maintain medical records, and perform billing and coding duties.
- Take and record vital signs (height, weight, blood pressure, temperature, pulse, and respiration).
- Record patient's medical history and test results.
- Prepare treatment rooms and patients for examinations by physician.
- Prepare and administer medications as directed by a physician.
- During examinations, help physicians examine and treat patients, handing them instruments or materials or performing such tasks as removing sutures.
- Collect blood, tissue, or other specimens and prepare them for testing.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about this occupation.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Medical assistants are often trained on the job. Many have a high school diploma or a 1-2 year postsecondary degree.
Skills/Aptitude	Must have content knowledge in medicine, strong attention to detail, enjoy working with people and have good customer service skills. Critical thinking, active listening, and oral communication are also important.
Certifications	Medical assistants are not required to have licenses or certifications, but voluntary certification is available through the American Association of Medical Assistants. In order to perform certain tasks (drawing blood, taking x-rays, for example) additional training or exams are required.
Other Requirements	May work nights, weekends, or holidays. Involves exposure to diseases and infections, and lots of time on one's feet.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

With additional training and experience, medical assistants can advance down the clinical path (nursing or physician assistants) or the administrative path (medical secretaries, health records technicians).

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Doctor's offices, hospitals (Northwestern, Loyola), chiropractors' offices, mental health specialists' offices

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Certified medical assistant (CMA), doctor's assistant, medical office assistant, clinical assistant

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# MEDICAL SECRETARY and HEALTH INFORMATION TECHNICIAN TARGET OCCUPATION PROFILE

**Medical Records and Health Information Technicians**  
**Medical Transcriptionists**  
**Medical Secretaries**

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
3,846	9%	338	\$12	\$16	\$27	\$36,900
1,019	8%		\$12	\$17	\$23	\$36,100
4,509	32%		\$11	\$16	\$23	\$34,400

Sources: EMSI 2012, O\*NET, American Community Survey 2009-2011 for Cook Co., Illinois WorkNet, American Health Information Management Association. Covers SOC codes 29-2071, 31-9094, and 43-6013.

## JOB DUTIES

### *Medical records and health information technicians*

- Maintain medical records as well as indexes, storage, and retrieval systems, and retrieve records for physicians as needed.
- Protect the security and confidentiality of medical records.

### *Medical Transcriptionists*

- Use taped recordings to type notes from office appointments, surgical procedures, ER visits, etc.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about these occupations.

- Translate medical jargon and abbreviations into correct terminology.

### *Medical Secretaries*

- Greet visitors, answer phones, schedule appointments, and file lab results and other documents in patient charts.
- Use word processing, spreadsheets, and other computer programs to prepare reports, invoices, letters, medical records, or insurance claim forms.

## IS THIS JOB A GOOD FIT FOR ME?

Education	All of these positions require at least a high school diploma. Employers often prefer that Health Information Technicians complete associates degree programs. Training programs for transcriptionists and medical secretaries are available, but many employers are more interested in medical experience and clerical skills.
Skills/Aptitude	Computer skills, knowledge of medical terminology, spelling and grammar, and attention to detail.
Certifications	Registered Health Information Technician (RHIT) credential is optional. <sup>1</sup>
Other Requirements	Medical transcriptionists should be able to operate a Dictaphone.

## ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Experienced health information technicians may become supervisors or administrators. Medical transcriptionists can eventually become freelance contractors or business owners.

## WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

## WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Doctor's offices, hospitals (Northwestern, Loyola), nursing care facilities (Lydia Healthcare, Crestwood Care), collection agencies (*medical transcriptionists*)(VanRu Credit Corp)

## WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Medical records clerk, documentation specialist, unit support representative, medical receptionist

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<sup>1</sup> Credential requires completion of associate's degree program accredited by the American Medical Association or the Commission of Accreditation of Allied Health Education Programs.



## MEDICAL TECHNOLOGISTS and TECHNICIANS TARGET OCCUPATION PROFILE

**Cardiovascular Techs**  
**Diagnostic Medical Sonographers**  
**Nuclear Medicine Techs**  
**Radiologic Techs**  
**Respiratory Therapy Techs**  
**Surgical Techs**  
**Other Health Techs**

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
830	14%	22	\$15	\$21	\$39	\$49,100
862	25%	35	\$23	\$35	\$44	\$69,800
293	5%	5	\$29	\$35	\$44	\$72,700
3,878	13%	106	\$20	\$29	\$39	\$60,400
144	<i>Decline</i>	2	\$15	\$23	\$30	\$47,500
1,067	7%	22	\$15	\$21	\$28	\$44,100
3,473	6%	87	\$15	\$19	\$29	\$43,200

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers SOC codes 29-2031, 29-2032, 29-2033, 29-2037, 29-2054, 29-2055, 29-2799, 31-9093.

### JOB DUTIES

Though the terms are often used interchangeably, medical technologists tend to have more education, be responsible for more complex procedures, and earn a higher wage than medical technicians. Both technologists and technicians prepare patients for medical tests and procedures, and operate equipment to conduct those procedures. They can specialize in a number of medical fields.

- Cardiovascular: Operate EKG/ECG machines, assist in cardiac catheterizations, and conduct lung capacity tests.
- Diagnostic medical sonography: Operate sonogram or ultrasound equipment
- Nuclear medicine: Administer radiation intravenously for diagnostic or therapeutic purposes
- Radiology: Operate MRI, mammography, CT (computed tomography), or x-ray equipment.
- Respiratory therapy: Use ventilators, oxygen devices, or breathing treatments for those with emphysema, asthma, cystic fibrosis, and other respiratory illnesses.
- Surgery: Set up operating room, prepare patients for surgery, and pass instruments to surgeons.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about these occupations.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Technicians tend to have a one or two year degree, and technologists may have bachelor's degrees.
Skills/Aptitude	Should have good mechanical abilities in order to set up and maintain complex medical equipment. Should also have strong interpersonal skills and critical thinking skills, and be very detail oriented.
Certifications	Nuclear medicine techs, radiology techs, and surgical techs are regulated by the State of Illinois. <sup>1</sup> They must complete an approved training program and pass a licensing exam. For the other occupations, certification is voluntary, but some employers may prefer it.
Other Requirements	May be required to work on call, evenings, and weekends; must be comfortable working around sick patients. Nuclear medicine and radiology techs must wear protective gear as they are exposed to radiation.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Technicians can advance to becoming technologists, and often continue into training to become a nurse or physician's assistant. Technologists can specialize within their fields, for example in a specific type of surgery or equipment.

### WHERE CAN I GO TO GET TRAINING?

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### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Hospitals (Northwestern, Loyola), doctors' offices, dentists' offices, medical laboratories (Abbott, Brain Lab, Quest Diagnostics), dialysis centers and MRI centers

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<sup>1</sup> Radiology and nuclear medicine techs are licensed by the Illinois Emergency Management Agency; Surgical techs are licensed by the Illinois Department of Financial and Professional Regulation.



## OCCUPATIONAL THERAPY AIDE and ASSISTANT TARGET OCCUPATION PROFILE

### Occupational Therapy Assistants Occupational Therapy Aides

Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
662	32%	42	\$15	\$23	\$35	\$50,200
264	16%	11	\$10	\$14	\$28	\$37,600

Sources: EMSI 2012, O\*NET, Illinois WorkNet, Illinois Occupational Therapy Association, American Community Survey 2009-2011 for Cook Co. Covers SOC codes 31-2011 and 31-2012.

### JOB DUTIES

- Work under the direction of an occupational therapist to evaluate the capabilities of individuals in recovery or with disabilities, and implement treatment plans to help patients master basic living skills and function independently.
- Focus areas may include helping patients learning to feed, dress and groom themselves, communicate, or learn to use adaptive equipment.
- Select therapy activities to fit patients' needs and capabilities, and provide encouragement to patient as they attain therapeutic goals.
- Communicate with other healthcare professionals on patient progress.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about these occupations.

### IS THIS JOB A GOOD FIT FOR ME?

Education	OT assistants must complete an associate's degree program and pass a national certification exam in order to be licensed by the Illinois Department of Financial and Professional Regulation. "Occupational therapy aide" is not a regulated profession, and not as clear a job title. Therefore, requirements will depend on employer.
Skills/Aptitude	Must have medical subject matter knowledge, and be service oriented and like helping people. Should be good at active listening and making judgments based on patient feedback.
Other Requirements	Background check may be required. Job varies widely from client to client, each with unique goals and capabilities and treatment plans.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Certified occupational therapy assistants may obtain a master's degree and pass an additional national certification exam to become an occupational therapist.

### WHERE CAN I GO TO GET TRAINING?

Visit [www.chicagolandwiatraining.com](http://www.chicagolandwiatraining.com) to search for WIA-certified training providers in Cook County, based on occupation, program cost, location, completion rate, employment, and wages.

### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Occupational therapy offices, hospitals, nursing care facilities (Lydia Healthcare, Crestwood Care)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

**OT Assistant:** Certified occupational therapy assistant (COTA), occupational therapy assistant (OTA)  
**OT Aide:** Occupational therapy technician (OT tech), rehabilitation aide (rehab aide), rehabilitation services aide, rehabilitation technician (rehab tech), restorative aide





## PHARMACY ASSISTANT TARGET OCCUPATION PROFILE

	Jobs in 2012	Expected Growth by 2022	Yearly Openings	Entry Level Wage	Mid-Level Wage	Experienced Wage	Average Yearly Salary
<b>Pharmacy Assistants</b>	7,397	9%	149	\$9-11	\$14-15	\$20-21	\$29,800- \$31,500

Sources: EMSI 2012, O\*NET, Illinois WorkNet, American Community Survey 2009-2011 for Cook Co. Covers SOC codes 29-2052 and 31-9095.

### JOB DUTIES

- Verify completeness and accuracy of prescriptions and refill requests
- Maintain patient profiles and lists of medications; make sure that there is no danger of drug interaction.
- Maintain stock of medications and dispose of outdated medications in inventory.
- Mix, package, and label pharmaceuticals
- Provide in person and over the phone customer service, responding to questions or requests.
- Maintain and clean equipment, work areas, or shelves.
- Perform clerical tasks, such as filing and completing insurance claim forms.

Visit [www.onetonline.org](http://www.onetonline.org) for more information about this occupation.

### IS THIS JOB A GOOD FIT FOR ME?

Education	Pharmacy technicians and aides must be licensed by the Illinois Department of Financial and Professional Regulation. For licensure, Pharmacy Technicians are only required to have a high school diploma.
Skills/Aptitude	Must have pharmaceutical subject matter knowledge, and be good at active listening and critical thinking. Should be familiar with computers, and have a customer service orientation.
Certifications	Certified Pharmacy Technicians, however, need to complete an approved training program and pass one of several competency tests, including those offered by the Institute for the Certification of Pharmacy Technicians and the Pharmacy Technician Certification Board. Some employers prefer to hire Certified Pharmacy Technicians that have attended training programs and others prefer to train on the job.
Other Requirements	Background check may be required.

### ARE THERE OPPORTUNITIES FOR ADVANCEMENT?

Pharmacy assistants in a hospital may have more responsibilities, including reading charts, delivering medicine to patients, and preparing IV medications.

One pathway to advancement is to enroll in pharmacy school and become a pharmacist.

### WHERE CAN I GO TO GET TRAINING?

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### WHO ARE THE LARGEST EMPLOYERS IN THE INDUSTRY?

Pharmacies and drug stores (Walgreens, CVS), hospitals, pharmacies in supermarkets or discount stores (Dominick's, Target)

### WHAT OTHER JOB TITLES SHOULD I LOOK FOR IN HELP WANTED ADS?

Certified pharmacy technician (CPhT), pharmaceutical care associate, pharmacy assistant

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