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## CAREER SERVICES

The Career Services department has experienced and dedicated staff to provide graduates with assistance in externship and employment.

Externship modules provide the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Externships are conducted in affiliated clinics generally during daytime working hours between 8:00 am to 6:00 pm** and scheduled for 30 hours per week (Approximately 6 hours per day) for 240 hours.

Employment assistance is available to all students who successfully complete the requirements for graduation in their respective program but may be denied to a student/graduate who is uncooperative with CHAC staff. **CHAC does not guarantee employment.**

While the securing of employment positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. CHAC will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services department will instruct and guide students/graduates with career planning, interviewing techniques, résumé preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews, and excessive jewelry or body piercing may be cause for distraction during an interview.
- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.
- The Career Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such

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- cases, the department will look to other areas within a reasonable distance from the student's chosen area.
- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Career Services department of his/her contacts and activities.
- The Career Services department never warrants guarantees or promises a particular level of compensation. Compensation depends solely on the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.
- It is essential that the student not only to be proficient in his/her field of study but also be able to sell his/her abilities during an interview.

***OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO CHAC GRADUATES! PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.***

***WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.***

### **Types of Graduate Employment by Program**

*(Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation)*

#### **Veterinary Assistant**

Veterinary Assistants, Animal Laboratory Caretakers, Pet Groomer, Kennel Specialist

#### **Medical Assistant**

Medical Assistant, Certified Medical Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Out-patient Surgery Assistant, Doctor's Assistant, Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator

#### **Medical Coding & Insurance Billing**

Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Biller, Coder

#### **Massage Therapist & Physical Therapy Aide**

Physical Therapy Aide, Physical Therapy, Technician, Rehabilitation Aide, Rehabilitation Technician, Clinical Rehabilitation Aide, Physical Therapy Attendant, Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist, Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician