

# Adapted Labour Market and Career Information Guide

# Opportunities for Persons with Disabilities (PWDs) in the open labour market

**Textbook for End Users** 



# Contents

Key aspects that shape future career prospects for people with disabilities		
Labour market trends		
Disability inclusive career options10		
Job opportunities in different sectors1		
Job Descriptions		
1. Administrative Officer/Assistant19		
2. Artificial Intelligence Engineer20		
3. Career Counselor22		
4. Customer Service Provider24		
5. E-Commerce Specialist25		
6. Farm Worker and Gardener27		
7. Food Preparation Helper29		
8. Fundraising Consultant30		
9. Handcraft and 3 Dimensions Printing Worker		
10. Hotel and Resort Clerk34		
11. Information Security Engineer35		
12. Information Technology Application Specialist37		

13.	Medical Equipment Technician	40
14.	Online educator	41
15.	Personal Care Assistant	43
16.	Social Media Manager	45
17.	Software developer	47
18.	Specialist in Renewable or Alternative Energy	50
19.	Waiter/Waitress	53
20.	Web designer	54
Ask your career counselor		

# New employment trends

New employment trends can make a difference for you! Finding a job for people with disabilities is changing in the future. There are many good things happening to make it easier for everyone to find a job.

Many employers are making workplaces easier to use, and they are hiring based on skills and abilities. They are also making changes like flexible hours, special tools, or different workspaces to help people do their jobs well.

There are different kinds of jobs you can explore based on what you're good at and what you want to do in your professional career. Here are some options:

#### 1. Sheltered Employment or Workshops:

- This is a type of job made for people with disabilities.

 You work in a safe and separate place, often supported by social workers, teachers, trainers and therapists.

 You get special help and coaching to learn a job and do your job well.

#### 2. Supported Employment:

 This helps people with disabilities find and keep jobs in the open labour market.  Job coaches work with you to learn your job, adjust to the workplace, and build a career.

 Becoming part of the team, and working closely with colleagues and supervisors is an important part of your work day.

#### 3. Customized Employment:

 Customized emplotment is about jobs that suit your skills and strengths.

 Specialists work with you to understand what you're good at and what you want to do in your professional career.

- They find, create or tailor jobs that match your abilities, for example in a company or also in self-employment or starting your own business.

#### 4. Community-Based Day Programs:

 These programs offer various training and jobs like manufacturing, gardening, arts, and more.

They also provide activities and training to improve your professional and personal skills.

 The goal is to offer a workplace and a job that matches your skills and interests, making you more independent and employable.

There are many different options for education, training and employment for you, and organisations that help finding the best place for your to work. They also advise on making your job suitable for your abilities and needs, for example full-time or part-time employment, jobs where you work with customers or others where you are with coworkers. Some jobs are done from home, others in a office, in a shop or in a factory.

# Important things for future career opportunities for people with disabilities

Work is changing, and there are good things happening that can make it better for everyone.

Here are some important things to know:

#### 1. There are more digital jobs

Jobs are becoming more digital. This means that there are more tools that help you to do the work.

#### 2. You can work from anywhere

Thanks to the internet, you can do the work in many different places and , for some jobs, from home. .

#### 3. Learning new things is important

There are online courses and training to help you get better at what you do.

## 4. Your skills matter

Many companies understand how important and valuable your skills are.

They want people like you who bring special knowledge and competences.

#### 5. Technology can help you

Different tools like screen readers and voice recognition, also computer software and mobile phone apps make it easier to get information and do things.

#### 6. There are websites and apps for you

More websites and apps are becoming more accessible with features like talking text, captions, translation and easy navigation.

#### 7. There are smart tools for you

Artificial Intelligence can offer tools that adjust to exactly what you need do for your work, and helpingwith your tasks.

#### 8. You can be your own boss

The internet can help you to start your own business. You can sell things or offer services skills online.

#### 9. You can connect with others

Social media are a great place to connect with people who do the same work like you. You can share experiences and learn from each other.

# Labour market trends

Let's talk about some important things that are happening in work places now:

#### 1. Digital jobs, artificial intelligence, and new technologies

- There are many new jobs in the digital world.

- You can create websites. You can work in marketing. You can analyse data or test new apps, and you can do much more.

- Artificial intelligence and machine learning can offer you different jobs related to technology, like making sure websites are easy to use or creating digital experiences.

- These jobs let you demonstrate your skills and connect with people around the world.

#### 3. Green Jobs

- Green jobs are about making the world more eco-friendly, and there are many options for work.

- You can work with new energy technology like wind farms or solar parks.

- You can make buildings more energy-efficient or you can be part of eco-friendly agriculture and recycling.

- Jobs in this area let you be part of efforts to protect the environment and create sustainable products.

- With the right training and knowledge, you can play a big role in making the world greener and cleaner.

#### 4. Characteristics of the population and new jobs

- Thanks to advances in technology and care, more people can go to work even if they have health issues or a disability.

- There are more programmes for people with disabilities to find work in the open labour market.

- Many employers make sure everyone has equal opportunities and access to interesting jobs.

- more and more jobs are done with computers and mobile phones, which many can use with assistive technology.

- The leisure and hospitality industry is changing and offering many jobs, including for people with disabilities. .

These changes in jobs can bring exciting opportunities to use your skills, to do good work for good pay, and help making the world a better place.

# **Career options**

Are you searching for disability inclusive career options? There are various options you want to think about.

#### 1. Work in the public sector

People with disabilities have many opportunities in government jobs.

The government wants to make sure that everyone in the community is represented, so they're also offering job opportunities for people with disabilities.

For example, you can work in:

- Civil service, where you do administrative tasks.
- Public administration, where you help with policies and programs.
- Education, such as being a teacher, a counsellor or a therapist in the school or university.
- Healthcare, including roles in hospitals and clinics as doctor, therapist or nurse.
- Research, statistics and data analysis, which are skills that public sector organisations often need.
- Public safety, law enforcement, or emergency management.
- Welfare and social services.
- Jobs at court, in legal offices or in advocacy.
- Information technology.
- Environment protection.

If you have good communication skills, you might work in public relations or community outreach. There are also roles in customer serviceor programme management.

Many government agencies have an interest or have rules to promote the employment of people with disabilities. This is why they do additional efforts such as :

 Keep a number/quota of positions in puclic service competitions for people with disabilities.

- Provide exam conditions for different types of disabilities.
- Provide accommodations for entry exams, employment conditions and work places.
- Offer flexible work schedule.
- Inform, support and/or train co-workers about collaborating with people with disabilities.

Many government agencies work with disability advocacy organisations and employment support organisations. They help them to create and improve the working conditions and career opportunities for people with disabilities in the public service.

#### 2. Work in the social economy

There are lots of great job opportunities for you in the social economy.

You might work in associations, cooperatives, social service providers, social enterprises, and other entities

They focus on helping people and making communities better.

These organizations are a big part of the economy.

They make jobs that match your skills, offer training, or help you start your own business.

You can find jobs in administration, projects and programmes, advocacy, and more.

Many social economy organisations offer part-time jobs and flexible work schedules.

There are jobs in care for other people, working for the community, running cooperative businesses, helping people in difficult situations, also working in fair trade, ethical products, animal welfare or environmental protection.

The social economy cares about helping in the community. You can be part of that!

#### 3. Work in disability-inclusive businesses

In these places, the workers and managers believe it is good for everyone and the company when people with disabilities and people without disabilities work together.

Disability-inclusive business offer many different careers, for example in technology, retail, hospitality, finance, healthcare, and more.

You might work in making computer programs, helping customers, planning events, or work with radio, TV or social media.

These business are interested in people with many different talents and people working together for better products or services.

## 4. Work in Businesses that target customers with disabilities

There are special businesses that make things for people with disabilities.

They don't just create the products; some also offer jobs for people who have experience with disability.

In a technology company you could help to make apps adapted for people with disabilities.

In manufacturing, you could create and design mobility aids, wheelchairs or walkers.

In retail, you could offer advice on how shop environments can be disability friendly, for example for people with visual impairment or people with autism.

In the hospitality industry, you could take care of accessible travel and tourism, wellness and fitness facilities, or adapted transport solutions.

In media, publishing and translating, you could advise companies on products in braille or sign language.

In health and social care, you could support people with disabilities build a life, live independently, and build a career.

When you work for these business, you help them to work better for customers with disabilities.

#### 5. Work in the gig economy

The gig economy is a way for people to find occasional work.

Instead of having a permanent job, you can do short-term jobs or freelance work.

These jobs often come from online platforms and applications, and you can work when you prefer.

There are many different jobs you can do in the gig economy, like writing, tutoring online, designing graphics, helping with websites, managing social media, and more.

Whether you like taking pictures, teaching fitness, or testing apps, there's something for you.

Working in the gig economy you can show your skills, earn your own money, and work how you want to.

As technology gets better, there will be even more opportunities.

But remember, gig work can have its challenges, like not having a steady income or a health inurance.

#### 6. Work as a freelance or run your own business

Starting your own business can be a great way for you to be in charge of your work and make money.

You can create a business that fits what you're good at and what you like to do.

There are different ways you can get money to start your business, like grants or crowdfunding.

Crowdfunding is when many people give small amounts of money to help someone or something.

While having your own business lets you make your own choices, it can be hard to have health insurane or a retirement plan.

There are lots of businesses you can start that might work well for you.

For example:

- Consulting
- Selling things online
- Making content like blogs or videos

- Coaching or training people
- Assisting people online
- Teaching online
- Creating apps or software
- Planning events
- Taking pictures professionally
- Taking care of pets
- Fixing bikes or wheelchairs
- Baking or cooking
- Helping people to plan trips
- Coaching or counselling people

It's a good idea to get help with your business plan.

There are programs and resources to help people who want to start a business.

Having your own business lets you make a job that fits you and your life.

# Job opportunities in different sectors

There are also several job opportunities for you to consider in different sectors.

• Customer service

There are different jobs available in many companies who need people to take care of the customers, their requests and their problems with a product or service.

People working in customer care are very interested and passionate about working with people, in helping them with their questions, and resolving their problems.

Most of the time, you work in busy shops with many people coming and going, in call centres with many customers and incoming requests, or you are in chat or call contact with people shopping online.

Your workplace is where the customer goes, which can be in a downtown shop or in a busy shopping centre. Some jobs linked to online shopping and other internet business can also be done from the home office.

# **Job Descriptions**

The most important tool for finding the right job is knowledge about the possibilities in the labour market. There are many jobs available. It is not always easy to know what workers do in a job and what are the conditions.

The best you can do is to talk to someone who works in that job. They can tell you what is the work about, what are the skills and training you need.

But where can you start? This textbook can help. It explains 20 examples of jobs which are very common in the labour market. Each job is presented with tasks, conditions and if the job has a future.

#### Table 1. List of 20 LMI4DiS\_ABLED Job Descriptions

- 1. Administrative Officer
- 2. Artificial Intelligence Engineer
- 3. Career Counselor
- 4. Customer Service Provider
- 5. E-commerce specialist
- 6. Farm Worker and Gardener
- 7. Food Preparation Helper
- 8. Fundraising Consultant
- 9. Handcraft and 3D Printing Worker
- 10. Hotel and Resort Clerks
- 11. Information Security Engineer
- 12. IT application expert/specialist
- 13. Medical Equipment Technician
- 14. Online educator
- 15. Personal Assistant
- 16. Social Media Manager
- 17. Software developer

- 18. Specialist in Renewable or Alternative Energy
- 19. Waiter/Waitress
- 20. Web designer

Have a look. Read the descriptions. Find out what is an interesting activity for you and what are important conditions for you.

Follow the internet links to schools, trainings and courses that fit to the job. Maybe this helps you find the information you need to understand if a job is interesting for you.

If there is nothing for you in these 20 jobs, you can use the questions and answers in the descriptions to analyse other job profiles.

There are many good jobs out there. And there are many organisations which offer support and guidance to find employment.

#### 1. Administrative Officer

• What does an Administrative Officer do?

Administrative officers are essential in offices, working in different fields like schools and healthcare.

They can work in offices or from home, using phone, email, or online tools to communicate. Most work full-time.

They do administrative tasks in different areas, such as scheduling appointments, communicating with various stakeholders, and maintaining records.

• What skills do you need?

You need to be good at organising things, talking to people, paying attention to details, and working with computers.

It's important to manage your time and solve problems.

Working well with others is also helpful.

• What opportunities are there for you?

There are many different jobs you can do in offices.

Jobs like Office Manager or Executive Assistant let you manage things and make sure others in your team can do their job well.

You can work in different areas like Human Resources, helping with projects, or talking to employees and applicants, making sure everyone gets a fair chance.

• What studies are required?

To work as administrative officer, you need to finish high school or get a similar qualification. Many places prefer it if you have done more studying, like a bachelor's degree in business or office work.

## 2. Artificial Intelligence Engineer

• What does an Artificial Intelligence Engineer do?

An Artificial Intelligence Engineer is someone who makes machines smart, so they can do things like people do.

They work for big or small tech companies, making technology better.

Artificial Intelligence Engineers can also work for the government, in research, or in industries like healthcare or finance.

They usually work in offices, using email and phones to talk, but they also talk to people face-to-face.

• What skills do you need?

To be an Artificial Intelligence Engineer, you need to be really good at using computer languages like Python, Java, or SQL.

You also need to understand how machines learn and analyse data.

It's important to be good at solving problems and thinking carefully.

Being able to explain things and work with others is important. And you should always be learning about new things happening in Artificial Intelligence to keep up with changes.

• What opportunities are there for you?

Artificial Intelligence Engineer can be a great job as you can work on things like making smart programs and analyzing data.

Many Artificial Intelligence jobs can be done from home.

Assistive technologies and flexible work schedules are possible in many companies.

You can specialize in areas like understanding language or making technology easier to use for everyone.

• What education do you need?

Most Artificial Intelligence Engineers finished college, and studied computer science, engineering, or math.

It's helpful to constantly take classes in artificial intelligence, data science, and how machines learn.

More schooling, like getting a Master's can help to get better jobs. But doing projects and learning by doing is just as important.

#### 3. Career Counsellor

• What does a Career Counsellor do?

Career counsellors help people at different stages of their careers.

They create a safe space to talk and help with finding the right job.

They work for a company or run their own business.

They meet a client in person or use the phone or video calls to talk.

Career counsellors use tests and assessments, and often cooperate with other experts to help people find work.

They make sure everyone gets the right advice and help to find a job they want.

• What skills do you need?

To be a good career counsellor, you need to be empathetic , good at explaining things, and know about skills and competences.

You should be able to help different people with different needs and know about the tools and methods that can help.

It is important to be good at solving problems, , understanding different working cultures, finding new ways to help, being a good example, meeting new people, and being organised.

• What opportunities are there for you?

Career counsellors work in many institutions of the education, training and employment sectors, in schools, universities, employment agencies, in companies and in consultancies.

Your job is to provide the knowledge that your clients need to make good decisions for their career. This has to do with important life decisions.

This can include helping people at the beginning of their work life, later in life or for starting a second career. It is always about finding good work and building a future for your client.

There are many possibilities, including career counselling or job coaching in vocational rehabilitation. Here, your clients are people with disabilities who will surely appreciate your own personal and professional experience.

• What education do you need?

To be a career counsellor, you need to finish college, studying things like counselling, psychology or social work.

Doing more schooling, like getting a master's or a doctorate, can help getting better jobs.

Getting practical experience, like doing internships or working under someone else's guidance, is also important.

And you should always keep learning about new ways to help people and new things happening in counselling.

#### 4. Customer Service Provider

• What does a Customer Service Provider do?

Customer service providers help people with questions or problems, and they work in different places like offices or from home.

They answer calls, emails, and messages, sometimes in busy places, and use phones and computers to help customers, including those with disabilities.

In stores, they might stand for a long time. In offices or call centres, they might sit for a long time.

Some customer service jobs can be stressful, especially when dealing with unhappy customers.

Some jobs are full-time, but others are part-time and might have different hours, like nights or weekends.

• What skills do you need?

To be good at customer service, you need to be able to explain things clearly, be kind and patient, and be able to adapt to different situations.

You should be good at solving problems, know about the products or services you're helping with, and be able to manage your time well.

Listening carefully and being positive are important, too.

Being able to handle conflicts and understanding different cultures are also important.

Being good with technology helps you communicating with your clients and processing requests.

• What opportunities are there for you?

You can find lots of opportunities in customer service.

With technology and workplaces changing, it's easier than ever to have a job in customer service.

You can work as a Customer Service Representative, answering questions and helping people.

Or you could be a Call Center Agent or Support Specialist.

Many customer services give the chance to work from home. This gives you more freedom.

%

• What education do you need?%

You don't always need to go to college to work in customer service, but it can help make you better at your job.

Many people start with finishing high school.

But getting more education, like going to college and studying business or communications, can help you build a career.

There are also special training programs and classes you can take to learn more about customer service and improve your skills.

#### **5.** E-Commerce Specialist

• What does an E-commerce Specialist do?

An E-commerce Specialist helps people to make online shopping easier and better .

They also help businesses do well on the Internet.

They take care of things like managing online stores, promoting products, and making sure customers have a good time shopping online.

Their job is important because it helps businesses do well in the digital world.

• What Skills do you need?

To be good at this job, you need to know how websiteswork and how customers use websites.

You should also be good at creating content and know about digital marketing.

Understanding how to use tools like Google Analytics is important for seeing how websites are doing and how people are using them.

You should also know about different online shopping platforms and tools that help to manage orders and customers.

Being able to talk to people well and work with teams, suppliers, and customers is important too.

• What opportunities are there for you?

You can work in graphic design, digital marketing, or managing inventory.

There are also jobs that let you work from home, which gives you more freedom.

You can do lots of different jobs in the e-commerce industry, like helping make websites easy to use, creating content, talking to customers, or analysing data.

You can work for big companies, be your own boss, or work as a freelancer for different types of clients.

There are lots of ways to have a good job in the online shopping world.

• What education do you need?

You don't always need to go to college for these jobs, but it can help you learn more and do better.

Many people start with getting a bachelor's degree in things like business, marketing, or technology.

You can also take special classes or get certifications in things like Ecommerce, digital marketing, or web development to get better at your job.

Learning more about these things can help you get the job you want.

#### 6. Farm Worker and Gardener

• What Does a Farm Worker and Gardener do?

Farm workers and gardeners help grow plants and crops on farms or in gardens.

Tasks include planting seeds, watering plants, and harvesting produce.

Farm workers and gardeners often work outside, and have to deal with any weather condition. Some gardeners work in greenhouses all year through. Farm workers often have to work early in the morning, on weekends, and on holidays because crops and animals need constant care.

They have to be careful when using machines and handling chemicals to keep themselves and the environment safe.

Their job involves bending, lifting, and using tools like shovels and pruning hooks.

Even though they work outside, the work still involves talking to customers and co-workers .

• What skills do you need?

To be good at this job, you need to be creative in planning gardensand organised in taking care of animals and crops. Their lives depend on you..

You should pay attention to small details when taking care of plants.

It's important to be careful and do things precisely, especially when using machines.

• What opportunities are there for you?

You find roles where you plan gardens, take care of irrigation systems, choose plants for therapy, or use eco-friendly farming.

You could also be great at managing farms, teaching, starting businesses, or researching.

• What education do you need?

You don't always need lots of school for farming or gardening jobs.

Having manual skills is often really important.

While you might not need a special degree, learning about farming or plants can help.

You could look into classes about soil, plants, or how to manage a farm.

Courses or workshops about farming and technology could also be helpful alongside real-life experience.

#### 7. Food Preparation Helper

• What does a Food Preparation Helper do?

A Food Preparation Helper works in different places like restaurants, hospitals, or schools, helping cooks or chefs.

They often work part-time and might have to work early in the morning, late at night, or on weekends.

They mostly work indoors, have to stand for a long time and work with other people.

They use gloves to keep safe and do tasks that involve using their hands a lot.

The kitchen can be busy, but everyone works together to get things done.

• What Skills do you need?

To do this job well, you need to be really good at paying attention to small details, like measuring ingredients or following recipes.

Being able to adapt and stay organized is important for keeping the kitchen clean and making sure food is packed properly.

It's also important to be able to talk to people nicely and help out if someone has questions or needs something.

• What opportunities are there for you?

You can help out in the kitchen in many different ways.

You can chop vegetables, put food on plates, try out new recipes, and clean up.

Your feedback and help with keeping things clean and safe are really important for the business.

You can use tools and things that make it easier for you to work in the kitchen.

• What Education do you need?

You don't always need to go to cooking school to help in the kitchen.

But taking some cooking classes or getting a certificate in keeping food safe and clean can be helpful.

Learning by doing and getting training on the job are also good ways to learn how to help in the kitchen.

#### 8. Fundraising Consultant

• What does a Fundraising Consultant do?

A Fundraising Consultant is someone who helps organizations or individuals raise money for special projects or charities.

They give advice on how to get donations, talk to donors, and meet financial goals.

Fundraising consultants make sure that the campaigns or projects they help with get enough money.

• What opportunities are there for you?

To be good at this job, you need to be able to talk to people, plan things carefully, and be in contact with lots of people.

Being good at writing, coming up with ideas, and keeping things organized are also important.

You should also know how to manage projects.

• What opportunities are there for you?

There are lots of different jobs you can do in fundraising consulting.

You could write projects, come up with plans for fundraising campaigns, analyze fundraising data, talk to clients, reach out to communities, or build partnerships.

You could also help organise street collections or fundraising events. There are many ways to be involved and make a difference.

• What education do you need?

You don't need a specific degree just for fundraising consulting, but it can help to study things like economics, business, or communication.

Getting hands-on experience through internships, volunteering, or taking online courses can also teach you a lot about fundraising and managing projects.

Learning more about these things can help you do well in this field.

## 9. Handcraft and 3 Dimensions Printing Worker

• What does a Handcraft and 3 Dimensions Printing Worker do?

A Handcraft and 3 Dimensions Printing Worker makes things using both traditional crafting methods and modern 3 dimensions printing.

3 dimensions printing permits making objects layer by layer using a special machine.

3 Dimensions Printing Workers use special computer programs to design objects and then use 3 dimensions printers to bring those designs to life.

They work with different materials and keep up with the latest technology to make sure their work is top-notch.

It's a fun job that combines creativity, technology, and making cool stuff.

• What skills do you need?

To be good at this job, you need to be creative and pay attention to small details when making things by hand or using a 3 dimensions printer.

You should be comfortable using tools and handling different materials.

Being able to solve problems quickly and manage your time well is important too.

And it helps to be able to talk to other people and work together as a team.

• What opportunities are there for you?

You can do lots of different jobs in handcrafting and 3 dimensions printing.

You could design products, make custom jewellery, create textiles, or specialize in 3 dimensions printing.

• What education do you need?

You can start by taking classes in art, sculpture, or crafts to learn the basics of handcrafting.

If you're interested in 3 dimensions printing, you can learn about computer programs like Computer-Aided Design and 3 dimensions modeling.

There are also online classes and workshops that can teach you about assistive technology and designing things for everyone to use.

It's important to keep learning and gaining experience through internships or working on projects with others to get better at handcrafting and 3 dimensions printing.

#### **10.** Hotel and Resort Clerk

• What does a Hotel and Resort Clerk do?

Hotel and Resort Clerks make sure guests have a great time during their stay.

They help guests check-in, manage room bookings, and answer any questions they might have.

They also give guests information about the hotel and nearby places to visit.

Clerks also handle things like processing payments and keeping records.

They work different shifts to be there for guests all the time.

Their job is to make sure all guests feel welcome and comfortable.

• What Skills do you need?

To do this job well, you need to be good at talking to people and solving problems.

You should pay attention to small details when managing bookings and paperwork.

Making sure guests are happy is really important, so being friendly and helpful is very important.

It's also important to be organized and able to handle different tasks at once.

Being flexible and able to work at different times is also helpful in this job.

• What opportunities are there for you?

You can work in many different jobs in hotels and resorts.

You could be at the front desk, helping guests check-in.

Or you could work in customer service or reservations.

There are also roles like concierge or event coordinator.

You could also work in guest relations. There are lots of ways to be part of making sure guests have a great time.

• What education do you need?

You usually need at least a high school diploma to work as a Hotel and Resort Clerk.

But having extra training or a degree in hospitality or hotel management can make it easier to get a job.

Taking classes or getting certificates in customer service, communication, or using computers can also help you do well in this job.

#### **11.** Information Security Engineer

• What does an Information Security Engineer do?

An Information Security Engineer helps keep important information safe from cyber-attacks on the internet.

Cyber-attacks are like bad guys trying to break into computers.

They steal information or cause damage. It's important to keep computers safe from them.

They work with a team to make sure that the systems used by organizations are protected from cyber threats.

Information Security Engineers usually work indoors and use email and phones to communicate.

They work in many different fields, like technology, healthcare, finance, and more, to make sure information stays safe.

• What skills do you need?

To be good at this job, you need to be able to talk to people, solve problems, and manage your time. Working in a team and being able to think quickly are important, too. You should also know about technology and be creative in finding ways to keep information safe.

• What opportunities are there for you?

You can cover lots of different roles in Information Security Engineering.

Or you could create content, help customers, analyse data, or start your own business.

There are also roles in education, research, advocacy, counselling, and technology.

Many of these jobs offer flexibility, so you can work remote or at the office.

• What education do you need?

To get started in this field, you need a degree in cyber security, computer science, or something similar.

You'll learn to keep networks safe, coding securely, and managing risks.

Getting certifications can also help you get a job. It's important to keep learning and stay up-to-date with the latest technology to be successful in this field.

# **12.** Information Technology Application Specialist

What does an Information Technology Application Specialist do?

Information Technology Application Specialists make and improve computer programs for different areas, like businesses or organizations.

They use special computer languages and focus on making programs for mobile devices better.

Sometimes they work by themselves, or they might work for a big company.

Their job involves talking to clients and users to figure out what they need and make the software better.

It is a job that needs creativity and coding skills, and sometimes it can get busy close to deadlines.

Keeping up with new technology is really important in this job.

• What skills do you need?

To be good at this job, you need to know how to write code and design user-friendly programs.

You should also know how to manage data and solve problems.

Being able to talk to people and manage projects are also important skills.

And you need to be able to adapt to new technology and pay attention to small details.

• What opportunities are there for you?

You can have a great job in Information Technology as an Application Specialist.

You could work on figuring out what people need from software, managing databases, keeping things safe online, teaching users learn how to use software, or even making new programs.

As an Integration Specialist, you could work on making different programs work together better.

• What education do you need?

To start a career in information technology, you usually need to study computer science, information technology, or something similar.

Getting a bachelor's degree is usually the first step, but getting more advanced degrees or special certifications can help you become even better at your job.

It's important to learn about programming, databases, designing software, and keeping things secure online.

And you should always keep learning and stay up-to-date with new technology to do well in this field.

# **13.** Medical Equipment Technician

• What a Medical Equipment Technician does?

These technicians repair and maintain important medical equipment like surgical tools, ultrasound machines, and other devices.

They work indoors in hospitals and clinics.

Sometimes they have to bend, stand, and lift heavy things.

They use different tools to fix the machines.

The job can be stressful, and they might have to work at different times, even on evenings and weekends.

But their work is very important for keeping medical equipment working.

• What skills do you need?

To be a good Medical Equipment Technician, you need to know how to fix and take care of medical machines.

You should know about electronics and how machines work.

You also need to be good with tools and know how to use them.

Paying attention to small details is important for testing machines.

You should be good at solving problems and thinking carefully.

Being able to work well with others and communicate clearly is important, too.

• What opportunities are there for you?

You can play vital roles like fixing, testing, and setting up medical equipment.

You can also help manage the tools and parts needed for equipment repair.

You can also work in roles like managing equipment and giving advice to improve medical technology.

• What education do you need?

To become a Medical Equipment Technician, you need to study biomedical equipment technology or a similar field.

Training programs, internships, and learning on the job can help you gain the skills you need.

Getting special certifications can also make you more qualified.

It's important to keep learning about new medical technology to stay up-to-date.

# 14. Online educator

• What does an Online Educator do?

An online educator is a teacher that helps students learn through the internet.

They create lessons, teach using online tools, and give feedback to students.

They use technology to make learning fun and interactive.

Online teachers also join online discussions to help students learn together.

• What skills do you need?

Online teachers need to know their subject and how to teach it.

They also need to be good at using technology.

Being able to communicate clearly is important for teaching online.

They also need to be flexible and able to adapt to changes.

It's important for them to keep learning about new teaching methods and technology.

Time management skills help them organize their lessons well.

And knowing how to design interesting lessons is important too.

• What opportunities are there for you?

You can work as an online teacher, creating and giving classes on different subjects.

You can help one person or a small group with their schoolwork or tests.

You can also teach adults who want to learn more or improve their skills.

As online education grows, you might also become an eLearning consultant or make study plans.

• What education do you need?

To become an online teacher, you usually need to study education or the subject you want to teach.

You can also study adult learning.

You can get better by doing internships, getting higher degrees, or getting certificates.

Online teachers learn on the job how to teach online and focusing on things like making good class plans.

It's important to keep learning and adapting to new ways of teaching online so you can help everyone learn better.

# **15.** Personal Care Assistant

• What does a Personal Care Assistant do?

A personal care assistant helps people with their everyday tasks when they need support because of age, sickness, disability, or other conditions that require support from someone.

They can work in different places like assisted living centres, day centres or private homes.

Their job is really important because they make life better for the people they help.

Personal Care Assistant spend a lot of time with their clients and work closely with them.

They often work full-time but sometimes work part-time.

Their working hours can change, including evenings and weekends, depending on what their clients need.

• What skills do you need?

To be a good Personal Care Assistant, you need to have some important skills.

These include understanding how others feel, being able to talk well with others and being patient.

It is also important being able to adapt to different situations, have basic medical knowledge, be empathetic and good at noticing things.

In order to work as a Personal Care Assistant it is important having physical strength, being good at managing time, and respecting people's privacy.

Personal Care Assistant need to be caring and understanding towards each person they help. They also need to work and cooperate with others.

• What opportunities are there for you?

Being a Personal Care Assistant is really important.

You help people through their daily life.

The work you do can change depending on what the person needs.

You help them with things like washing, getting dressed, moving around, or using special tools.

If you work with older people, you help them with meals, remind them to take medicine, or just spend time with them.

• What education do you need?

You don't usually need qualifications to be a Personal Care Assistant, but having finished high school helps.

Taking a basic healthcare course can make you better at your job and help you find work more easily.

Sometimes, you'll learn on the job, getting used to different tasks and routines.

It's a good idea to keep learning, maybe by going to workshops or taking courses on things like first aid, helping someone who can't breathe, or learning about disabilities.

This helps you become even better at your job.

# **16.** Social Media Manager

• What does a Social Media Manager do?

A Social Media Manager helps organizations get noticed online.

They make plans and posts for different social media platforms to make people interested in the organization.

They also check how well their posts are doing and work with others to make sure everything goes smoothly.

Sometimes, they answer people's comments or worries and keep an eye on what's popular online.

They usually work during the day but might work extra hours in the evenings or weekends when needed.

In big companies, this job might be its own thing, but in smaller ones, it could be part of a bigger job in marketing.

If you're a freelance Social Media Manager, you have more freedom but might work longer hours depending on your clients.

• What skills do you need?

To be a good Social Media Manager, you need to be creative and think carefully about what to post.

You also need to know a lot about social media and how to use it well.

Being good with technology and keeping up with what's happening online is important too.

You have to be good at managing your time and able to change your plans when needed.

Understanding data and being able to work with others are also really important.

You need to be good at talking to people online and working well in a team.

• What opportunities are there for you?

You have lots of different jobs you can do in social media!

You could be a Content Creator, making posts and videos.

Or maybe you'd like to be a Social Media Strategist, planning out what to post and when.

If you care about making social media accessible to everyone, you could be an Accessibility and Inclusion Consultant.

There are also roles like Community Manager, Social Media Analyst, Live Video Content Creator, Captioning and Transcript Specialist, Virtual Event Manager, and Virtual Influencer Manager.

These jobs involve making content, planning things, making sure everyone can use social media, talking to people online, looking at data, hosting live shows, adding captions to videos, organizing online events, and working with social media stars.

• What education do you need?

You don't have to have a special degree to work in social media, but learning about Marketing, Communications, or Digital Media can help.

It's also good to get some practice by doing internships or making your own social media projects.

Taking classes or getting certificates in social media marketing can make you even better at your job.

It's important to keep learning and know what's popular on social media to do well in these jobs.

# 17. Software developer

• What does a Software Developer do?

A Software Developer makes computer programs and apps.

They write special codes, fix any issues, and work with teams to create new software.

They're really important in how things work on computers and phones.

As they get better at their job, they might take on more important roles like Senior Developer or Project Manager.

Some of their work can be done from home, but sitting for a long time might be hard.

• What skills do you need?

To be a good Software Developer, you need to be great at coding and fixing problems.

You also need to be able to learn new things quickly, as technology is always changing.

It's important to be able to work well with others and manage your time so you can finish projects on time.

Being able to understand data and come up with new ideas can also help you do well in this job, whether you're working on the part of software people see or the part they don't see.

• What opportunities are there for you?

There are lots of jobs you can do in software development!

You can work from home, which gives you the freedom to work how you like.

You could be an Application or Web Developer, making programs and websites.

Or maybe you'd like to be in Quality Assurance, making sure everything works perfectly.

There's Front-End and Back-End Development, making things look good and work smoothly behind the scenes.

If you're into creativity, you could try Mobile App or Game Development.

Working on open-source projects is another option.

• What education do you need?

To be a software developer, you usually need to study computer science, software engineering, or something similar.

It's important to learn about programming and how to use different tools.

Getting a bachelor's degree is a good start.

You can also take special courses or get certificates in things like web development or specific programming languages to make you even better at your job.

It's also helpful to get some practice by doing internships or making your own projects.

Keep learning and stay updated on new technology to do well in this job.

# **18.** Specialist in Renewable or Alternative Energy

• What does a Specialist in Renewable or Alternative Energy do?

A Specialist in Renewable or Alternative Energy works on making our energy sources more eco-friendly.

They might focus on different parts of energy, like solar power, wind power, or finding ways to save energy in factories.

They research, create, and use technologies such as solar panels, wind turbines, and biofuels to help the environment.

They also look at how efficient energy systems are and work on making them better.

Their jobs can involve designing systems, making rules about energy, managing projects, and keeping up with new technology in renewable energy.

• What skills do you need?

To be a good Specialist in Renewable Energy, you need to know a lot about different kinds of energy like solar or wind power.

You also need to be good at figuring out problems and finding ways to fix them.

Being able to understand data is important for seeing how well energy systems work.

It's also important to be able to change your plans when new things happen in the industry.

• What opportunities are there for you?

You have lots of chances to work in renewable energy!

You might like to be an Analyst, studying data to help make decisions.

If you like hands-on work, you could be a Solar Photovoltaic Technician or a Wind Turbine Technician, helping with solar and wind energy.

There are also roles like Energy Storage Specialist or Bioenergy Specialist, where you come up with new ideas.

Renewable Energy Engineers design systems for solar and wind farms.

You can also look into jobs like Hydropower Engineer, Environmental Impact Analyst, or Renewable Energy Consultant, where you can help make energy better for the planet.

• What education do you need?

To work in renewable energy, you usually need a degree in engineering, environmental science, or something similar.

It's important to keep learning and get some hands-on experience through internships.

You probably want to focus on specific sectors of renewable and alternative energy, like solar or wind power.

As you get better at your job, you can move into roles where you design systems or help make rules about energy.

It's also important to keep up with what's happening in the industry so you can do your job well.

### **19.** Waiter/Waitress

• What does a Waiter/Waitress do?

Waiters/waitresses work in restaurants and cafes, serving food and drinks to customers.

They make sure customers are happy by taking their orders, bringing them food and drinks, and helping with anything they need.

This job involves talking to customers but can also mean standing up and moving around for a long time.

• What Skills Do You Need?

To be a good waiter/waitress, you need to be good at talking to people and understanding what they want.

You also need to be able to do multiple things at once, like taking orders and bringing food, to make sure everything runs smoothly.

In restaurants or cafes, it is important to be able to stand up for a long time and keep up with busy times.

Working well with others is also important, especially with the kitchen staff.

• What opportunities are there for you?

There are many bars, cafes and restaurants serving food and drinks in any places where people live, work and spend their free time.

Waiters and waitresses have a vital role in customer care, employers rely on finding and keeping qualified and talented staff.

Some jobs involve seasonal travel to tourist desinations, other jobs are about traveling like on trains, ferries or cruise ships.

Many jobs are about direct service to the client visiting the café or restaurant.

You can also help take orders from far away or manage reservations online.

It's important to give great service.

• What education do you need?

To work as a waiter or waitress, having a high school diploma is usually needed.

You can learn a lot by working on the job.

But if you want to get better, you take classes related to serving food, helping customers, or cooking.

You might find online classes or workshops helpful to learn how to talk to people and give good service.

#### 20. Web designer

• What does a Web Designer do?

A web designer makes websites that look good and are easy to use for the customer.

Web designers propose how the website will look and work, making sure it meets what people want.

They work with clients or teams to make sure the websites work on different devices.

They spend a lot of time working on a computer.

• What skills do you need?

To be a good web designer, you need to be creative and know about colours, fonts, and how to arrange elements on a web page.

You also need to know how to use coding languages like HTML (Hyper Text Markup Language), CSS (Cascading Style Sheets), and JavaScript to make the designs work on the internet.

It's important to be able to talk to people and work well with others, like clients and teams.

• What opportunities are there for you?

Starting a career in web design offers lots of different chances to show off your skills and help with different projects.

Whether you're making websites for small businesses or big companies, your ideas can make websites function better.

Roles like User Experience Designer, User InterfaceDesigner, Front-End Developer, Accessibility Consultant, Graphic Designer, and Content Manager can be great for you.

• What Education Do You Need?

To get ready for a job in web design, you can study things like Graphic Design, Web Development, or Interaction Design.

Taking special courses in things like User Experience design or User Interface design can also help you get better.

It's important to have a portfolio showing off your projects to help you find work.

You can also get practice by doing internships or starting in entry-level jobs.

Keep learning and staying up-to-date with what's happening in the industry, and making connections with other professionals can help you find even more chances to work.

# Ask your career counsellor

In the process of career information, a discussion with a career counsellor will empower you to make informed decisions about your career path, ensuring a fulfilling and supportive professional journey.

#### Here are some important tips to discuss:

- Discuss your skills, strengths, and interests.
- Share your preferences for work environments and occupations.
- Identify skills relevant to your chosen field and explore training options.
- Discuss potential career paths that align with your skill set.
- Some professions may have specific entry criteria or require licensing, so it's essential to explore local regulations.

- Explore if your disability may impact your career choices and daily work life.
- Discuss workplace accommodations and assistive technologies that will enhance your productivity.

Examine options and choices to adapt work hours and work schedules to your capacities and abilities.

- Discuss how to present your disability during the job application process.
- Discuss how you can build a network to help you achieve your career aspirations.
- Discuss your rights as a person with a disability in the workplace. Explore rules and regulations applicable for your employment.

#### AND REMEMBER

"Concentrate on the abilities, your disability doesn't hinder and don't dwell on the things it interferes with.

Be disabled physically, not in spirit"

Stephen Hawking