

# Career Opportunities for Bilingual Individuals

The Commonwealth of Pennsylvania offers many employment opportunities for bilingual individuals. The fast growth of the Latino population in Pennsylvania has resulted in an increasing need for employees who are able to communicate effectively in Spanish and English.

Agencies such as the Departments of Corrections, Education, General Services, Health, Human Services and Labor and Industry, as well as some local government agencies including Area Agencies on Aging, Children and Youth Services Offices, Drug and Alcohol Offices, and Housing Authorities frequently seek bilingual applicants. Bilingual employment opportunities are primarily in counties where these agencies have offices, such as Berks, Chester, Clearfield, Cumberland, Dauphin, Delaware, Erie, Forest, Greene, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Northumberland, Philadelphia, Schuylkill, Somerset, Wayne, and York.



## Job Titles with Frequent Bilingual Needs:

**Aging Care Managers** (local government) provide care management services to clients to aid them in resolving, or adjusting to, their problems or situations.

**Aide Trainees** provide direct support in a group environment to individuals with mental, developmental, or multiple disabilities who are living in a state hospital.

**Basic Education Associates** evaluate educational programs to ensure soundness, appropriateness, and compliance with state and federal guidelines.

**Capitol Police Officers** enforce laws and regulations, inspect buildings, direct and control traffic, issue warnings and citations, investigate accidents and crimes, and provide assistance in emergencies.

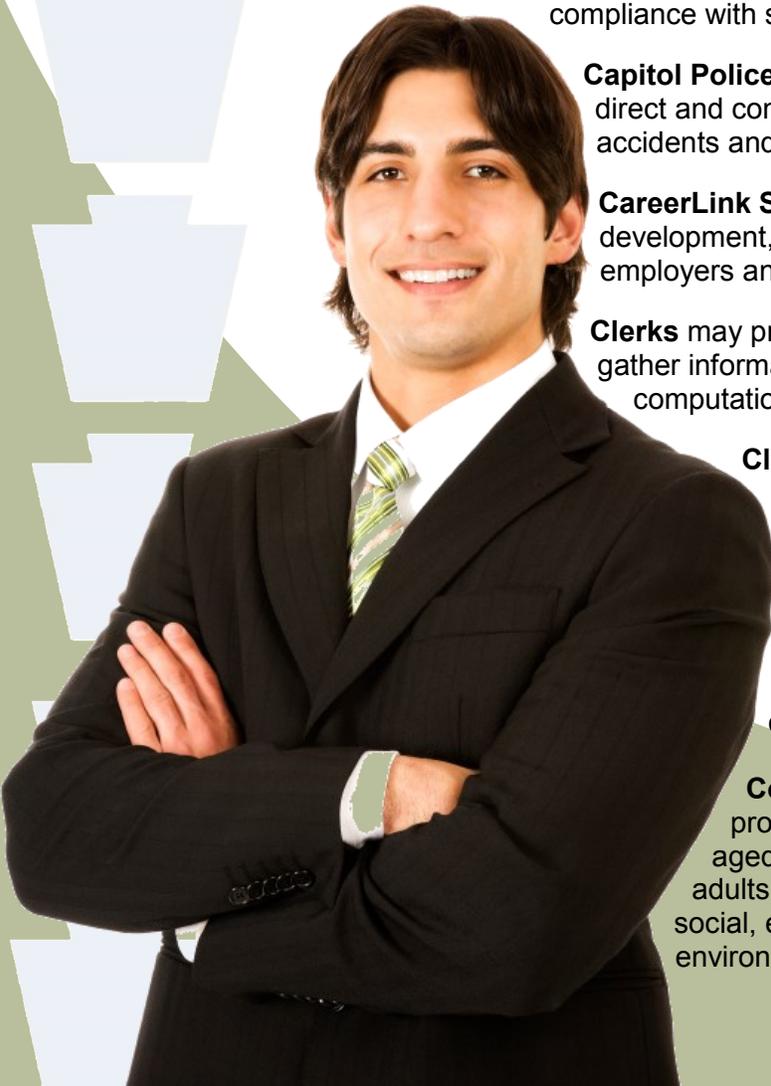
**CareerLink Specialists** perform a full range of employment, job development, placement, and training functions while working with employers and job seekers.

**Clerks** may provide information to the public, file and retrieve materials, gather information, process documents, perform arithmetic computations, and other general clerical duties.

**Clerk Typists** may provide information to the public, compose and type documents, and file material.

**Corrections Officer Trainees** monitor the movement and activities of inmates; make periodic and unannounced rounds, head counts, and security checks of assigned areas; observe the conduct and behavior of inmates; respond to emergencies; and communicate with officers and inmates to prevent/resolve problems.

**County Caseworkers** (local government) provide services to individuals, families, or groups (needy, aged, people with disabilities, institutionalized, or dependent adults and children) to help them attain a more satisfactory social, economic, mental, or physical adjustment to their environments.



**County Social Services Aides** (local government) work primarily with abused or neglected children, persons with mental disabilities, and those who are economically disadvantaged. They provide information on financial aid, home management, training/work programs, housing, mental health services, and other social services.

**Income Maintenance Caseworkers** interview persons applying for public assistance programs, determine programs for which they qualify, help identify and remove barriers to financial self-sufficiency, and make referrals for appropriate services.

**Intermittent Intake Interviewers** communicate via telephone to obtain claims information, enter claimant information into an automated system, and verify validity in the review of claims.

**Parole Agents** manage a caseload of probationers and parolees in the state probation and parole system.

**Vocational Rehabilitation Counselors** identify the barriers to employment caused by disabilities, and evaluate customers' strengths, interests, abilities, and aptitudes.

**Youth Development Aides** perform non-professional work providing for the care, custody, supervision, training, and development of court-adjudicated youth requiring treatment and/or specialized program services.

**Youth Development Counselors** develop, implement, and monitor individual treatment program plans for delinquent youth.

**Benefits:**

As the second largest employer in Pennsylvania, the Commonwealth offers unparalleled opportunities for training, development, and career advancement statewide. Most permanent, full-time employees also enjoy benefits such as:

- Exceptional medical benefits (including vision, dental, and prescription drug benefits)
- Generous vacation, sick, personal, and holiday leave
- Outstanding retirement options
- Cost-effective optional benefits, such as: Pre-tax savings for dependent care, group life/auto/home insurance programs, State Employees Assistance Program for employees and family members, and membership in the Pennsylvania State Employees Credit Union

For additional information on the minimum requirements, the nature of the work, and locations of opportunities, view job titles that are currently open for application by accessing the "Job Seekers" section of the website. After applying and taking the corresponding test(s), you will receive your results via mail. As vacancies arise in the counties you selected, Commonwealth agencies will contact you to determine your interest. If the vacancy has a bilingual need, a bilingual recruiter from the State Civil Service Commission will contact you to administer a brief Spanish-speaking proficiency examination over the telephone.

**Visit or call us at:**

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\*Telecommunications Relay Service (TRS): 711  
(hearing and speech disabilities or other individuals)

**Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.**

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