



## HUMAN SERVICES PARAPROFESSIONAL: Certificate of Achievement

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**The Human Services Paraprofessional Certificate of Achievement prepares students for employment in human service agencies (Social Services; Mental Health, Public Health and Community-Based Organizations). The Program provides students with the knowledge and skills to fulfill Human Services Paraprofessional duties and responsibilities in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.**

Human Services Paraprofessionals are non-professional employees who provide services under the supervision of certified and/or licensed counselors, social workers, nurses, and/or other professionals. Human Services Paraprofessionals may be members of a team or work with little direct supervision. Typical duties include: determining clients' needs and referring them to appropriate services; assisting clients in the application for benefits and other social programs; co-facilitating individual, family and group counseling sessions; developing treatment or case plans and monitoring clients' progress in fulfilling the plans; providing training in daily living skills; advocating for clients before social and government agencies; and maintaining case records and reports.



Employers prefer to hire Human Services Paraprofessionals who have completed post-secondary certificate training and who have some on-the-job experience, such as that provided by Cooperative Work Experience Education or an internship class. This program meets these employer needs, and gives students a clear employment advantage over untrained, inexperienced job applicants.

The California Employment Development Department (EDD) projects that approximately 1100 jobs will become available for Social and Human Service Assistants in our region between 2006-2016. The EDD projects a 17.2% growth in employment for the North Coast Region during this time, with 80 jobs becoming available as a result of 50 new positions and 30 replacements. In Sonoma County the projection is a 16.1% increase in jobs, with 90 openings (50 new and 40 replacements). Napa County is expecting a 50% increase in jobs, with 40 positions (30 new and 10 replacements) and the East Bay Region is expected to grow by 20.1%, with 890 vacancies (590 new and 300 replacements).

The BLS Occupational Outlook Handbook concludes the job outlook section for Social and Human Service Assistants by stating that "qualified applicants should have little difficulty finding employment".

According to Mendocino College's survey of local employers, hourly wages range from \$10.00 to \$32.00, with a mean hourly pay of \$14.83 and a median pay of \$14.00.

For many, the Human Services-Paraprofessional program will be the beginning of a career and academic path. Students seeking immediate employment can complete the Certificate Program, and then complete General Education requirements for the Human Services Paraprofessional Associate of Science Degree while working. Students who wish to continue their education in Human Services-related disciplines at four-year colleges will have the ability to work in fields akin to their academic studies, and this work experience will add meaning, purpose and direction to their college coursework.

## Mendocino College HUS-P Certificate Program

### Goals

1. Mendocino College's Human Services Paraprofessional Certificate of Achievement will prepare students to perform duties and fulfill the responsibilities of Human Services Paraprofessionals in a competent and ethical manner, with an understanding of and sensitivity to the diverse populations which they will serve.
2. Human Services Paraprofessional program instructors, staff and students will build and maintain effective partnerships with local human service agencies which will support students' education and help meet employer's on-going needs for prepared Human Services Paraprofessionals.
3. Graduates of the program will be committed to their continued professional development and personal growth.

### Objectives

1. Graduates will demonstrate an understanding of the characteristics and key concepts related to Human Services Paraprofessional occupations, including:
  - a. Core social problems of diverse populations, and a basic understanding of contemporary best practices related to their prevention and intervention
  - b. Local systems of care, including governmental, community-based, and faith-based agencies, programs and services
  - c. Principles of motivation and stages of change
  - d. Principles of recovery, applied broadly to the spectrum of human services
  - e. The ethical and basic legal framework of human service provision
  - f. Case-conferencing, teamwork, and supervision
  - g. Professional oral and written communication
2. Graduates will demonstrate a thorough knowledge of, and ability to fulfill, Human Services Paraprofessional duties and responsibilities, including the ability to:
  - a. Gather screening and intake data in a systematic manner
  - b. Determine a client's suitability for the services provided by the agency in which they work
  - c. Follow appropriate procedures to initiate delivery of services
  - d. Adequately document actions taken, and complete required paperwork in an accurate and timely manner
  - e. Articulate clients' rights, including confidentiality
  - f. Describe the general nature and goals of the program(s) in which they work, and to inform clients of the agency/program rules and participation requirements
  - g. Assess a client's needs as they relate to available services and develop appropriate service plans
  - h. Identify providers of services needed by the client not available from the agency in which they work, and take appropriate steps to initiate referrals
  - i. Effectively facilitate various group functions, including educational, task-oriented, and feedback groups
  - j. Effectively apply stage-appropriate counseling techniques, within their scope of practice, which help motivate clients to change
  - k. Share information with other agencies within the limits of client consent
  - l. Confer with other agencies in a professional and competent manner
3. Graduates will readily find entry-level employment in diverse Human Services positions.
4. Program graduates and employers of program graduates will verify that the education received in our program prepares graduates to function competently in Human Services Paraprofessional positions.
5. Human Services Paraprofessional program instructors, staff, and other key college personnel will maintain a regular, constructive and collegial dialogue with partnering human service agencies in order to optimize student educational experiences.

Mendocino College HUS-P Certificate Program

**Course Requirements**

Required Core Major Courses	Units	Comments
HUS 101: Introduction to the Helping Professions	3	OR AOD 151 OR HUS 170
HUS 152: Basic Skills for Human Service Workers	3	
HUS 154: Fundamentals of Interviewing/ Counseling	3	AS Area D2
HUS 155: Group Process	3	
HUS 156: Case Management and Documentation	3	
HUS 157: Dual Disorders	2	
HUS 159: Intervention Theory and Practice	1.5	
HUS 160: Law, Ethics and Human Services	3	
HUS 161: Intro to Family Counseling Approaches	3	
HUS 162: Community Prevention	3	
HUS 103: Field Placement and Practicum Seminar	1.5	OR AOD 164
HUS 105: Field Placement and Practicum Seminar II	1.5	OR AOD 165
HUS 197b: HUS-P Practicum	4-8	OR AOD 197a
PSY 205: Introduction to Psychology	3	As Area B2; CSU Area D; IGETC 4
<b>Total:</b>	<b>37.5-41.5</b>	

**Course Sequence**

Semester	Courses/Units				Total Units
Fall, Year 1	HUS 101: Intro to Helping Prof (3) OR HUS 170: Intro to Social Work (3) OR AOD 151: AODS Overview (3)		HUS 152: Basic Skills for HUS Workers (3)	HUS 156: Case Mgmt & Documentation (3)	9
Spring, Year 1	HUS 154: Interviewing & Counseling (3)	HUS 155: Group Leadership and Group Process (3)	HUS 162: Community Prevention (3)		9
Summer, Year1	HUS 157: Dual Disorders (2)				2
Fall, Year 2	HUS 197b: HUS-P Practicum (2) OR AOD 197a (2)	HUS 103: Field Placement and Practicum Sem (1.5) OR AOD 164 (1.5)	HUS 160: Law, Ethics and Human Services (3)	PSY 205: Intro to Psychology (3)	9.5
Spring, Year 2	HUS 197b: HUS-P Practicum (2) OR AOD 197a (2)	HUS 105: Field Placement and Practicum Sem II (1.5) OR AOD 165 (1.5)	HUS 159: Intervention Theory (1.5)	HUS 161: Family Counseling (3)	8

## HUS Paraprofessional Course Descriptions

HUS 101: Introduction to the Helping Professions

HUS 170: Introduction to Social Work

AOD 151: Alcohol/Drug Studies Overview

HUS 152: Basic Skills for HUS Workers

HUS 154: Fundamentals of Interviewing/ Counseling

HUS 155: Group Leadership and Process

HUS 156: Case Management and Documentation

HUS 157: Dual Disorders

HUS 159: Intervention Theory and Practice

HUS 160: Law, Ethics and Human Services

HUS 161: Intro to Family Counseling Approaches

HUS 162: Community Prevention

HUS 103: Field Placement and Practicum Seminar

HUS 197b: HUS-P Practicum

HUS 105: Field Placement & Practicum Seminar II

PSY 205: Introduction to Psychology

### [DOWNLOAD A PROGRAM BROCHURE](#)



### **Financial Aid is available!**

- Many students are eligible for financial aid that will cover the cost of tuition, books, supplies, etc. Even transportation and childcare costs could be covered! If you think you make too much money to qualify for financial aid, you should still look into the possibilities that exist for waivers, grants and loans.
- For more information about financial aid at Mendocino College, go to the [Financial Aid website](#) or contact our Financial Aid Office at 707-468-3110 or [financialaid@mendocino.edu](mailto:financialaid@mendocino.edu). Financial Aid is located in MacMillan Hall, Room 1130
- You can receive funding to complete a BA in Social Work through the California Social Work Education Center's Title IV-E program! Find out more at <http://calswec.berkeley.edu/>

### **CONTACT US**

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