

# NORTHWEST Community College

Locations in Hazelton,  
Houston, Kitimat, Nass Valley,  
Prince Rupert, Queen  
Charlotte Islands, Smithers,  
Stewart, Terrace and Masset



## SOCIAL SERVICE WORKER



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The Social Service Worker Option of the Integrated Human Service Certificate and Diploma program prepares students with training and skills in the social services. This training includes university transfer courses and special courses for the student to work as a para-professional, helping and caring for people with different needs. Usually para-professionals are supervised by a professional with a university degree.

Goals for the Social Service Worker Option are: to prepare students for para-professional work in social services (helping and supporting people with different social needs) and many other related employment areas; to prepare students for additional education and training; and to provide opportunities for personal and professional growth.

Opportunities for graduates from this program include child and youth workers, financial assistance workers, teacher assistants, support workers, family resource workers, etc.

Students who complete the diploma level may wish to continue their education to enter professional careers in human and social services such as: social worker, family counsellor, probation officer, or corrections officer

### HOW TO APPLY

Send the **completed** Application for Admission package (include transcript, 45-hour work/volunteer experience, 2 letters of reference, \$25 application fee, current resume and letter of intent) to the Admissions Office. Admission packages should be submitted as early in the Spring as possible. The acceptance process begins in mid-April for the classes which start in September.

### DATES AND LOCATION

This program begins in September and ends the middle of June, depending on practicum placement. Your acceptance letter will include specific start and end date information.

2002 ♦ 2003

## Program Guide



**NORTHWEST**  
COMMUNITY COLLEGE

Academic ♦ Applied ♦ Career/Technology ♦ Upgrading Programs

Visit our Website ♦ [www.nwcc.bc.ca](http://www.nwcc.bc.ca)

5331 McConnell Avenue, Terrace, British Columbia, Canada V8G 4X2

# Northwest Community College

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## ADMISSION REQUIREMENTS

### Certificate Level Admissions

1. ENGL 12, or ENGL 050, or ENGL 045, or ENGL 106 OLA or satisfactory performance on the Integrated Human Service English Placement Test. Applicants requiring the Placement Test must contact the Admissions Office.
2. Two Reference Forms must come from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services.
3. A work/volunteer experience resume.
4. A written statement describing career goals, special interests and reasons for seeking entrance into this program (between 300 to 500 words in length.)
5. Documentation of a minimum of 45 hours of satisfactory work or volunteer experience in the field of human services.

#### *Note:*

*Students should be aware that a Criminal Record Search is required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.*

### Diploma Level

1. Any NWCC Integrated Human Service Program Certificate, **or**
2. Any other human service related certificate from an accredited post-secondary institution. Provide Official Transcripts, **and**
3. Individual course prerequisites.

## PROBATION

In addition to maintaining satisfactory academic progress, i.e. a GPA of 2.0, students are expected to develop a level of interpersonal and helping skills necessary for successful performance in the human service field. Admission to practicum courses depends on successful completion of courses and the permission of the practicum instructors.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Program Coordinator and the agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Program Coordinator, agency supervisor and student) or be required to withdraw from the program.

## TRANSFER FOR CREDIT

Some graduates go on to university. All university transfer courses in the program will be transferable. In addition, universities such as the University of Victoria, the University of Northern British Columbia, award, on an individual basis, additional transfer credit for IHS courses.

Interested students can obtain further information from the program instructors or an Educational Advisor.

## ACCEPTANCE

Acceptance into the program is based on:

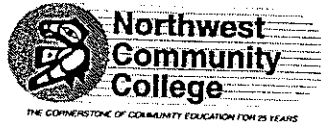
1. Date and time you complete the admission requirements and supplied all necessary documentation. First qualified, first come, first served. The sooner all documents are received by the Admissions Office, the better your chance of being accepted into the program.
2. A letter of acceptance will be sent to you once the application is approved.
3. In the event that your I.H.S. Social Service Worker program option is full for the year, you will receive a Wait List letter. This letter will inform you of the various options open to you.

**REMEMBER! INCOMPLETE APPLICATIONS CANNOT BE PROCESSED!**

**Applications are complete only when all admission requirements are met.**

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**Terrace Campus: 5331 McConnell Avenue**



## Integrated Human Service Program Reference Form

This form is to be completed by the applicant's referee.

**Return to:** Admissions Office  
 Northwest Community College  
 5331 McConnell Ave.  
 Terrace, BC V8G 4X2  
 Tel: (250) 635-6511  
 Fax: (250) 638-5432

**CONFIDENTIAL REPORT ON APPLICANT FOR  
ADMISSION TO IHS PROGRAM**

\_\_\_\_\_ (name of applicant) has applied for admission to the \_\_\_\_\_ option of the Integrated Human Service program and has selected you as a referee. Please complete to the best of your knowledge.

*Note: Under the 1993 Freedom of Information and Protection of Privacy Act. Applicants may request a copy of this report.*

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Number of hours of volunteer or work experience (if applicable) \_\_\_\_\_

**Part 1:** To what extent has the applicant demonstrated the following:  
(Please check accordingly)

	Superior	Good	Average	Fair	Cannot Judge
Intellectual Ability					
Creative and Independent Thought					
Sensitive to Social Problems					
Integrity					
Maturity					
Verbal Communication					
Written Communication					
Capacity for Personal Change					
Ability to Relate to Others					
Ability to Perceive and Solve Problems					

If you have taught this person in an Academic course, where would you rate the applicant in relation to Academic performance? (Top 5%, 10%, 25%, or 50% etc.) \_\_\_\_\_

Part 2: Where possible, please comment on your perception of the applicant in the following areas;

1. Motivation and desire to enter the indicated program option

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2. Ability to deal with stressful situations

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3. Strengths and limitations

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Additional comments about the applicant's suitability to work in the indicated program option

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Name of Referee: \_\_\_\_\_  
(Please Print) (Signature)

Position in Agency/Organization \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Thank you for your thoughtful attention to this recommendation.

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## REGISTRATION

Once you have received your Letter of Acceptance from the Admissions Office, you must then register for the courses in the program. To register, contact the cashier in the admissions office or mail a cheque. We also accept Visa and/or Mastercard.

1. Pay \$130.02 tuition deposit (at any NWCC centre)
2. Pay remainder of tuition by mid-September due date.

## FEES

### Full-time:

Fall Semester .....	\$650.10
Spring Semester .....	\$650.10
Books & Supplies .....	\$1100.00
Practicum .....	\$726.00

### Part-time:

Calculated at \$43.34 per credit hour. (3 cr. = \$130.02)

*Fall Semester fees must be paid IN FULL by the second week of September.*

*Spring Semester Fees must be paid IN FULL by the second week of January.*

## FINANCIAL ASSISTANCE

Please refer to the Financial Assistance section of the NWCC Program Calendar.

## PROGRAM OUTLINE

### Certificate Level (Terrace Campus Only)

#### Fall Semester

ENGL 151-3	Technical Writing I
FAID 110-5	Occupational First Aid Level I
IHS 109-3	Computers in Human Services I
IHS 112-3	Interpersonal Communication
IHS 191-3	Introduction to Social Service Agencies
IHS 195-3	Introduction to Social Services
PSYC 101-3	Introductory Psychology I
SOCI 101-3	Introductory Sociology I

#### Winter Semester

ANTH 112-3	First Nations of B.C.
IHS 110-3	Computers in the Human Services II
IHS 113-3	Helping Skills
IHS 192-3	Introduction to Social Service Practice
IHS 196-3	Social Policies
IHS 197-3	Social Service Worker Practicum I
PSYC 102-3	Introductory Psychology II
SOCI 102-3	Introductory Sociology II

### Diploma Level (Terrace Campus Only)

#### Fall Semester

ENGL 101-3	Literature and Composition I
IHS 213-3	Group Work
SOCI 205-3	Sociology of the Family

*plus any 3 University credit or IHS electives*

#### Winter Semester

IHS 290-3	Community Development
IHS 298-3	Social Service Worker Practicum II
SOCI 206-3	The Family in Cross-Cultural Perspective

*plus any 4 University Credit and/or IHS Electives*

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## FREQUENTLY ASKED QUESTIONS

### Certificate Level

#### *Who should fill in the reference forms?*

At least one form must be filled in by a person who has supervised your volunteer or work experience in human services. The other form can be filled in by a teacher or human service professional.

#### *Where can I find volunteer experience?*

Possible volunteer opportunities may be available at youth centres, transition houses, victim assistance programs, public or private schools, volunteer bureaus, emergency shelters, friendship centres, programs with the elderly, or disabled children and adults. Applicants are encouraged to inquire about volunteer experiences in an employment field of their interest. The minimum 45 hours must be done in one agency.

### Diploma Level

#### *What courses should I take as diploma electives?*

Diploma students can take any of the university credit or I.H.S. courses. Courses taken as part of a human service certificate cannot be used as electives for the diploma.

Diploma applicants planning to apply to a school of social work or child and youth care should consult with that university in order to take the appropriate university credit electives.

### MAXIMIZE YOUR POTENTIAL! CONSIDER THE NORTHWEST ADVANTAGE!

- Smaller Classes
- Higher Success Rates
- Low Tuition
- Friendly
- High Quality Courses
- Enhanced Learning
- Job-Related Training
- Associate Degrees
- Diplomas
- Co-operative Education
- Professional Faculty
- More Student-Instructor Contact



**For more information, call  
the Educational Advisor  
at 635-6511, local 5202**