

## HUMAN SERVICES PARAPROFESSIONAL CERTIFICATE OF ACHIEVEMENT

The Program provides students with the knowledge and skills to fulfill Human Service 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 Service 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 Service Paraprofessionals may be members of a team or work with little direct supervision. Employers prefer to hire Human Service 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. For many, the HUS-P 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 Service 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.

### Required Courses

Course Number	Course Name	Units
HUS 101	Introduction to the Helping Profession	3
or HUS 170	Introduction to Social Work	3
or ARC 151	Alcohol and Drugs: Overview	3
HUS 103	Field Placement and Practicum Seminar	1.5
or ARC 164	Field Placement and Practicum Seminar I	1.5
HUS 152	Basic Skills for Human Service Workers	3
HUS 154	Fundamentals of Interviewing and Counseling	3
HUS 156	Case Management and Documentation	3
HUS 160	Law, Ethics and Human Services	2
HUS 197A	Human Service Worker Practicum	2 - 8
or ARC 197A	Addiction and Recovery Counseling Practicum	2 - 8

### Plus 18 additional units selected from the following

Course Number	Course Name	Units
ADJ 200	Introduction to Administration of Justice	3
ADJ 204	Community Relations	3
CDV 202	Culture and Diversity in Early Childhood Education	3
CDV 280	Child, Family, and Community	3
COMM 211	Intercultural Communication	3
ETH 202	Racial and Ethnic Relations	3
ETH 235	Mexican American Culture	3
ETH 241	Pacific Coast Indian Cultures	3
HST 207	Mexican American History	3
HST 208	Women in American History	3
HST 209	African American History	3
HST 222	Native American History	3
HUS 155	Group Leadership and Group Process	3
HUS 157	Dual Disorders and Mental Health Issues	2
HUS 159	Intervention Theory and Techniques	1.5
HUS 161	Introduction to Family Counseling Approaches	3
HUS 162	Community Prevention Theory and Practice	3
HUS 163	Professional Competency and Growth	2
HUS 171	Working with Transition Age Youth	2

Course Number	Course Name	Units
HUS 172	Working in Tribal Communities	3
HUS 173	Mindfulness Practice in Human Services	3
PSYC 208	Psychology for Loss and Death	3
PSYC 216	Social Psychology	3
SOC 210	Sociology of Families	3
WEE 196	Work Experience Education	1 – 8

**Total units required for Certificate**

**35.5 – 41.5**

### **Program Level Student Learning Outcomes:**

1. Perform essential, entry-level human service paraprofessional tasks in a competent and ethical manner, with an understanding of and sensitivity to diverse populations.
2. Describe and analyze the principles and key concepts underlying human service-related occupations.
3. Communicate effectively and professionally, verbally and in writing, with co-workers, supervisors and clients.
4. Analyze the historical and contemporary role human service-related occupations play in their communities and society at large.

### **Career Opportunities in HUMAN SERVICES**

The Human Service Paraprofessional Certificate of Achievement (HUS-P) program prepares students for employment in human service agencies, such as Social Services; Mental Health, Public Health and Community-Based Organizations. 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.