School of Health and Human Services
Social Service Worker Certificate Program
Application Package

Dear Applicant:

Congratulations on your decision to further your education.

Selkirk College offers a nine-month Social Service Worker certificate program. The program prepares you for the first level of practice in the Human Services field. Courses are chosen and developed to prepare entry into practice, and/or to transfer into higher level studies.

Further details concerning this program are available at www.selkirk.ca/program/ssw on the Selkirk College website, and from the program instructors http://selkirk.ca/program/ssw/faculty . You can also check out the Frequently Asked Questions in the SSW Application Package at http://selkirk.ca/program/ssw/application-information .

To apply for the program you will need:

- High school graduation or equivalent (mature students are welcome to apply)
- English 12 or equivalent with a grade of "C" or better, minimum Language Proficiency Index (LPI) score of level 4, or English 60 from Selkirk College
- Basic computer skills
- Driver’s license and/or access to transportation is recommended

Also, please read the program policies concerning admission to our programs http://policies.selkirk.ca/policy/p700/ .

The following documents are required to complete the application process:

- Official transcripts from high school and all post-secondary institutions attended, mailed directly from the Ministry of Education and educational institutions.
- A resumé which includes:
  - a record of all previous employment.
  - a record of any volunteer work relevant to the proposed field of study.
- A one-page statement explaining your goals and objectives for wanting to enroll in the program.
- Two references from people who have known you well for more than two years. These references should be submitted by the referees in sealed envelopes marked “confidential” (please find the Forms in the Application Package).
- A completed form from an agency where you have done a minimum of 30 paid or volunteer hours. This Form should be submitted directly by the agency or employer.
- A criminal record check from the Ministry of Justice.
- Proof of a negative tuberculosis test or a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners;

You must also complete the College Readiness Tool (CRT) for reading and writing before registration in the program. For information on how to register, check with Assessment Services at 250.365.7292, ext. 21313.

Acceptance to the program is based on a first qualified basis given that the applicant meets all the requirements. Upon completion of the application package, you will be sent a letter of acceptance into the program.

Whether the application package is complete or not all applicants are encouraged to take part in a group orientation interview. You will be notified of the time, date, and place of your session.

Thank you for your interest in Selkirk College. We look forward to hearing from you.

Sincerely,

Tammie Clarke, RN, BN, MA, CCNE
Chair, School of Health and Human Service
Please refrain from using family members.

The applicant has applied for admission to a Human Services Program.

The area of study applied for is Social Service Worker.

How long have you known the applicant?

In what capacity?

Please check each item which best indicated your rating of the applicant.

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Comments:

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Please comment on your perception of the applicant in the following areas:

1. Ability to handle stressful situations.

2. Ability to accept and understand a wide variety of perspectives.

3. Strengths

4. Limitations

Recommendation for admission to the SOCIAL SERVICE WORKER Program.

Superior □
Highly Recommend □
Recommend □
Not Recommend □
Uncertain □

If you were employed in the Human Services; would you employ this person? □ YES □ NO

Please comment on your view of the applicant's overall suitability for Human Services field.

Please print name and address of Reference

Phone: ____________________ Signature of Reference: ________________________________

Please return this form to: Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar BC V1N 4L3
Fax #: 250.365.3929
hhsadmissions@selkirk.ca

Form must be returned by Referee!

NOTE: It will not be accepted if delivered by applicant.
Please refrain from using family members.

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Recommendation for admission to the SOCIAL SERVICE WORKER Program.

Superior ☐  Highly Recommend ☐  Recommend ☐  Not Recommend ☐  Uncertain ☐

If you were employed in the Human Services; would you employ this person? ☐ YES  ☐ NO

Please comment on your view of the applicant's overall suitability for Human Services field.

Please print name and address of Reference

Phone: __________________________ Signature of Reference: __________________________

Please return this form to: Admissions Office
Selkirk College
301 Frank Beinder Way
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Fax #: 250.365.3929
hhsadmissions@selkirk.ca

Form must be returned by Referee!

NOTE: It will not be accepted if delivered by applicant.
Please print.

Name of Applicant: 

Name & Address of Referee: 

Dates of Work Experience & Role of Applicant: 

Please check each item which best indicates your rating of the applicant.

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<td>1. Demonstrates warmth and interest in working with people.</td>
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<td>2. Focuses attention on meeting the needs of others.</td>
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<td>3. Models appropriate and responsible behaviour.</td>
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<td>4. Demonstrates good attendance habits and reliability.</td>
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<td>5. Shows initiative in finding ways to be helpful.</td>
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<td>6. Asks staff for direction and information.</td>
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<td>7. Follows staff directions and acts on feedback.</td>
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<td>8. Works co-operatively with staff.</td>
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<td>9. Shows a positive attitude towards learning.</td>
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Please comment on your perception of the applicant in the following areas:

1. Ability to demonstrate acceptance of a wide variety of attitudes, values and people.

2. Ability to demonstrate appropriate emotional reactions.

3. Strengths

4. Limitations

Recommendation for admission to the SOCIAL SERVICE WORKER Program.

Superior ☐
Highly Recommend ☐
Recommend ☐
Not Recommend ☐
Uncertain ☐

Is there a strong likelihood that you would employ this person to work with children? ☐ YES ☐ NO

Please comment on your view of the applicant's overall suitability for Human Services field.

Phone: __________________ Signature of Referee: __________________

Please return this form to: Admissions Office
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301 Frank Beinder Way
Castlegar BC V1N 4L3
Fax #: 250.365.3929
hhsadmissions@selkirk.ca

Form must be returned by Referee!

NOTE: It will not be accepted if delivered by applicant.
Selkirk College

School of Health and Human Services

Criminal Record Check

You are receiving this letter, because you need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This letter is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process. Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is good for five years while at Selkirk College.

New Online Service! See website for more information: https://justice.gov.bc.ca/eCRC/

Enter the Access Code for Selkirk College ZWN7NCEP5C”

By selecting NEXT you are agreeing/consenting to a Criminal Record Check for Selkirk College.

The following students are not eligible to apply online and MUST complete a paper application:
- People under 19 years of age
- People who have lived in Canada less than 2 years

If you would prefer, or are required, to fill out the paper application please contact Rachel Walker at hhsadmissions@selkirk.ca; she will forward the required form.

1. Please print off the form and:
   a. Fill in box Schedule Type “B”
   b. Make sure to mark the box WORKS WITH: “children and vulnerable adults”
   c. Fill out the applicant information within Part 1: APPLICANT INFORMATION
   d. Fill out the Organization Type in SECTION C by marking the box: “College”

2. Photocopy two pieces of your personal identification. One piece of ID must be government issued (Driver license preferred) and displays applicant’s name, date of birth, signature and photo. Please put DL# on the consent form if DL is provided for ID.
3. Please fill in your email address so the Ministry can email you payment options. Please note payment is $28.

4. Mail in or drop off the above documents (application for Criminal Record Check, photocopies of personal ID) to:

Rachel Walker – Admissions Officer
Selkirk College
301 Frank Beinder Way
Castlegar BC V1N 4L3

Note: After verifying your identity, I will mail your Criminal Record Check to the Ministry of Justice. It will take about 4-6 weeks for it to be processed. Your Criminal Record Check will be sent to my work email hhsadmissions@selkirk.ca

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

YOU MUST fulfill all the above steps and mail the documents to Selkirk College.

**The Record Check will be sent directly to the College. You will only be contacted by the Governor General if there is a relevant offence found.

Sincerely,

Rachel Walker
Enrolment Officer
1. **What is a Social Service Worker?**

A social service worker is a person with a generalist education in Human Services work. This means that they have training in the general skills, values and knowledge required to work with a wide range of people with problems and disadvantages. The SSW works across the life span with a wide range of issues.

2. **What is the core training of a Social Service Worker?**

Social service workers are educated to work with a person in relation to their environment. They develop listening, communication, and support skills that are used in working with people in the human services field. The knowledge and skills taught in the program are based on a value system defined by the Social Work profession. The core knowledge, skill and values are demonstrated in practice settings known as practicum. The certificate also requires successful completion of academic courses including English and Psychology.

3. **What is the difference between a Social Service Worker and a Social Worker?**

A Social Service Worker is a paraprofessional practitioner that works with many of the same issues as a Social Worker but with a much higher level of supervision and with a more limited scope of practice. A Social Worker is defined by the Social Work Act of B.C. The minimum qualification is a Bachelor of Social Work from a four year University program. SSW training is an excellent background for continued studies in the Human Services.

4. **How is the SSW certificate related to the Child and Youth Care field?**

The SSW Certificate program is the first year of a 2 year Human Services Diploma in Child and Youth Care. The skills learned in the first year are applicable across the lifespan. It provides a foundation and prepares students to focus on issues and challenges specific to children, youth and their families and communities in the second year.

5. **Can I go onto further education?**

The Selkirk College SSW program specifically prepares students for entrance into the Social Work or Child and Youth Care professions. The SSW program is the first year of the two year Human Services Diploma that can be completed at Selkirk College. In the Diploma year, students choose between the Social Work or Child and Youth Care specialty area. Then students may apply to the third year of either a Bachelor of Social Work or a Bachelor in Child and Youth Care at specific universities across the province. Students who do the Certificate/Diploma programs find that they are very well prepared for professional education.

6. **What are the types of jobs that graduates from the Social Service Worker program get?**

Employment opportunities exist in a wide range of settings including private social agencies, schools, and non-profit and government organizations. Graduates of the Selkirk College Social Service Worker program have found employment as: Shelter workers, group home workers, outreach workers, workers in community services programs for specific populations (youth, seniors, women, people with disabilities, etc.) foster parenting, support workers, and employment counsellors. The trend in the Human Services field is toward ongoing professionalization, so completion of the Human Services Diploma after the SSW program is strongly recommended. Many graduates work in the Human Services field while continuing their education at the Diploma level and then at the Degree level.

7. **Why do I need a criminal record check?**

The criminal record check is required to facilitate practicum placements. Different agencies have different tolerances for past criminal behaviours. Therefore, a past criminal record is not necessarily a deterrent to Practicum placement. However, records which include child abuse and/or violence will likely prevent placement in the Human Service field and thus a student would not be able to earn a certificate. It is a good idea to discuss a criminal record with faculty prior to entering the program so that the applicant has a good understanding of issues if there are any.
8. **What do I need to do to get the 30-hour experience form completed satisfactorily?**

Students need to demonstrate that they have investigated working with people in a helping role so that they recognize the issues and responsibilities of the professional helper. It is our experience that our applicants often have worked under supervision serving people in a wide variety of ways both as a volunteer and as a paid employee. If this is so, you may have the form completed by your supervisor. For students who do not have previous experience, a wide range of settings are available, including community service agencies, schools, services for the elderly, youth centres, and shelters. If you are looking for somewhere in your community to complete the 30 hours, you can check with the Instructors at the College for suggestions.

9. **Will I have to go on to the diploma and then a degree?**

Although we strongly recommend going on to complete the Human Services Diploma, there are a variety of options available to SSW graduates. There are a number of paraprofessional positions available in the community. Graduates may start in short-term or contract positions and become more permanent as they demonstrate higher competence. However working with people means a commitment to life-long learning. Most of our graduates do continue their education.

10. **Can I do the SSW program part time?**

Yes. We encourage students to take some or all of the University Transfer Courses; English 110 and 111; Psychology 100 and 101, Introduction to Social Work (SSW 160), Introduction to Social Policy (SSW 161), Family Dynamics (FAM 180), and/or Introduction to Addiction (ADD 184) in the 1st year, and complete the methods and practice courses along with practicum in the 2nd year. The advantage to the student is that they develop their academic skills in the first year; and then in the second year they focus on the learning and practicing of the required skills. You can complete the program over a longer period of time as well.

11. **It is possible to get a credit for experience and workshops [A Prior Learning Assessment and Recognition (PLAR)]?**

Yes. A student may apply to get credit for specific courses in the SSW program. It is important for applicants to discuss their experience and goals with one of the SSW instructors so that they make good decisions before entering this process.

12. **What can I do to prepare myself for acceptance into the SSW program?**

Many students take their English and Psychology courses before they apply for the program. It is also a good idea to develop a plan to deal with child care and other important issues in your life prior to entering a busy program.

13. **Are there any SSW courses that I can take for general university transfer credit?**

Yes, SSW 160 (Introduction to Social Work) and SSW 161 (Introduction to Social Policy) are transferable to most Universities and University/Colleges in the province. FAM 180 (Family Dynamics) is transferable to the University of the University of Victoria, UBC and Okanagan UC and ADD 184 Introduction to Addiction is transferable to the University of Victoria and Thompson Rivers University. These courses are a good way to find out if you are interested in studying in the Human Services field.