



CLASSROOM AND COMMUNITY SUPPORT WORKER PROGRAM APPLICATION INFORMATION LETTER

Dear Applicant:

Congratulations on your decision to further your education.

The Classroom and Community Support Worker Program leads to employment as an Educational Assistant, Residential Program Assistant, Community Support Worker, Respite Worker, or Supported Employment Coach. New employment opportunities are developing throughout our communities on an ongoing basis.

The Program

The Classroom and Community Support Worker Program situated on the Castlegar Campus of Selkirk College in Castlegar BC, is a nine-month college and community-based program providing certification as both a Classroom or Community Support Worker. Additionally, the certificate is the first step toward a diploma or degree program for students choosing to continue their education. The program can also be taken on a part-time basis.

Prior learning assessment and recognition is an option for applicants with significant prior experience and knowledge related to specific classes. For more information contact a program instructor.

We provide education and training to prepare graduates for leadership and excellence in their profession while assuring:

- a. preparedness for lifelong learning and continued post secondary education,
- b. commitment to personal and professional wellness and
- c. working knowledge of the importance of community partnerships.

The program experience provides depth in the development of:

- a. skills and knowledge
- b. solid value base and self awareness
- c. professional practice

Further details concerning this program are available in the College calendar and in pamphlets from the program instructors.

Pre-Entry Preparation

Students may choose to do the program on either a full- or part-time basis. We recommend that students take the Psychology 100 and/or 101 and the English 110 courses ahead of time if possible. These courses are offered through distance education as a home study option or at the Castlegar campus at different times of the year. Taking these classes ahead of time results in students having a lighter course load which can be especially helpful for students who have families or other work commitments.

The Application Process

Please read the enclosed departmental policies concerning admission to the Classroom and Community Support Worker program. You will note that in order to complete the application process, you should submit:

- an official copy of all pertinent secondary and post-secondary transcripts.
- a résumé – this document should include:
 - i) a record of previous employment.
 - ii) a record of any volunteer work relevant to the proposed field of study.
 - iii) a one-page statement explaining the applicant's reasons for wanting to enrol in the program.
- two completed Human Services Reference Forms. The Program Cluster prefers these to be from employers, teachers, or other persons who have directly observed the applicant's work activities.
- a completed Human Service Medical Reference Form including a tuberculin test.
- a completed Human Services Health Information Form.
- verification of a criminal record check.

Acceptance to the program is based on a “first come, first serve 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 and an invitation to a spring new student orientation session.

Thank you for your interest in the CCSW Program at Selkirk College! We look forward to meeting and working with you.

Sincerely,

Rhonda Schmitz, Chair
School of Health and Human Services

Jane Green, Instructor
Classroom and Community Support Worker Program

Enclosure
/da



Selkirk College
School of Health and Human Services
Classroom and Community Support Worker Program

We are a nine-month college and community-based program providing certification as a Classroom and Community Support Worker and the first year of study toward a Diploma in Human Services.

We provide education and training to:

- prepare graduates for leadership and excellence in their profession *while assuring:*
 - preparedness for lifelong learning and continued post-secondary education,
 - a commitment to personal and professional wellness and
 - a working knowledge of the importance of community partnerships.

This nine-month experience provides depth in the development of:

- knowledge (head),
- solid value base (heart) and
- professional and skills practice (hands)

Our program is driven by the following core values:

Accountability	Flexibility
Community/Belonging	Inclusion
Compassion	Integrity
Communication	Leadership
Creativity	Person-Centred Support
Critical Thinking	Philosophy
Dignity of Risk	Relationships
Diversity	Respect (for Self and Others)
Empowerment	Safety
Ethics	Teamwork
Excellence	Vision

This philosophy and practice is in alignment with the College Mission:

“Empowered Effective Citizens”



**School of Health and Human Services
Classroom and Community Support Worker Program**

301 FRANK BEINDER WAY, CASTLEGAR, BC V1N 3J1
fax # (250) 365-3929

REFERENCE FORM

_____ has applied for admission to a Human Services program.

The area of study applied for is Classroom and Community Support Worker.

How long have you known the applicant? _____

In what capacity? _____

PLEASE CHECK EACH ITEM WHICH BEST INDICATES YOUR RATING OF THE APPLICANT.

	SUPERIOR	GOOD	AVERAGE	FAIR	POOR	DON'T KNOW
a. demonstrates interest in people						
b. is flexible, sensitive and supportive						
c. positive attitude towards learning						
d. communicates effectively in writing						
e. communicates effectively verbally and non-verbally						
f. works cooperatively in a group						
g. demonstrates non-judgmental respect for values and lifestyles of others						
h. demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people						
i. able to problem solve and demonstrate critical thinking (analyze and synthesize information)						
j. ability to respond positively to supervision						
k. good physical and mental health (can handle demands of full time employment)						
l. is honest						
m. is reliable						

Comments:

(CONTINUED NEXT PAGE) →

REFERENCE FORM (cont'd)

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 CLASSROOM AND COMMUNITY SUPPORT WORKER program.

Superior	_____
Highly Recommend	_____
Recommend	_____
Not Recommend	_____
Uncertain	_____

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

Name and address of Reference (Please Print)

Phone: _____ Signature of Reference: _____

Please Mail or Fax to: **Admissions, Selkirk College**
301 Frank Beinder Way
Castlegar BC V1N 3J1
Fax # (250) 365-3929

FORM MUST BE MAILED/FAXED BY REFEREE! (NOTE: It will not be accepted if delivered by applicant.)



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Classroom and Community Support Worker Program**

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Selkirk College
Castlegar, British Columbia
SCHOOL OF HEALTH AND HUMAN SERVICES

HUMAN SERVICES PROGRAM
CLASSROOM AND COMMUNITY SUPPORT WORKER CERTIFICATE

To the Examining Physician:

Please give consideration to the following regarding this applicant for the Classroom and Community Support Worker Program.

1. The applicant must be physically able to undertake full responsibilities for work with people who may be physically or mentally disabled.
2. The applicant must be emotionally stable in order to provide safe care and support to others.
3. The applicant should be considered on his/her merits as a safe and effective worker rather than on the benefit which the individual may derive from the Classroom and Community Support Worker Program.
4. A recent chest x-ray or tuberculin test is required.
5. Please return the entire form, under separate cover, directly to:

ADMISSIONS, SELKIRK COLLEGE
301 FRANK BEINDER WAY
CASTLEGAR BC V1N 3J1
FAX # (250) 365-3929



School of Health and Human Services
CLASSROOM & COMMUNITY SUPPORT WORKER PROGRAM
HEALTH REFERENCE FORM

APPLICANT'S NAME: _____

1. How long have you known the person examined?			
	YES	NO	DETAILS
2. Is the person a regular patient?			
3. Is there any history of psychiatric or emotional disorders?			
4. Does this individual have any chronic problems with the musculoskeletal system (including back)?			
5. Does this individual take any regularly prescribed medications?			
6. Has the applicant, to your knowledge, ever abused alcohol or other substances or been addicted to drugs?			

7. Do you have any additional information concerning the applicant's general health status?

8. Remarks: Please elaborate on any irregularities likely to have an effect on the applicant's ability to function safely when working closely with children, adults, the elderly, or persons with a disability (mental, physical or sensory).

9. Is there any physical or emotional or psychological reason why the applicant may not be suitable for work involving children, adults, the elderly or persons with a disability (mental, physical or sensory).

10. If you know the applicant well, please comment on this individual's personal suitability for the field of Classroom and Community support work.

Date: _____

Examined by: _____

Address: _____

Telephone No.: _____



School of Health and Human Services
CLASSROOM & COMMUNITY SUPPORT WORKER PROGRAM
HEALTH APPLICATION INFORMATION *(please print)*

Completed By Applicant

Name:	Date of Birth			Sex
	Day	Month	Year	
Personal Physician:		Address		
Health Information <i>(Have you ever had or been treated for?)</i>	YES	NO	Details <i>(Give number, circle item and give diagnosis, date and duration.)</i>	
a. back problems <i>(e.g., re. lifting and carrying)</i>				
b. dental problems				
c. disorders of speech, hearing, vision, or mobility				
d. chronic conditions <i>(e.g., arthritis, seizures, headaches, diabetes)</i>				
e. problems related to menstrual cycle or pregnancy				
f. emotional and/or psychiatric disorders				
g. allergies				
h. respiratory problems				
i. eating disorders				
j. bowel/bladder disorders				
k. immune system disorders				

Personal Information:

1. What medications/drugs do you take regularly? _____
2. What forms of discipline have you experienced? _____
3. What forms of discipline do you presently use with young children? _____
4. How will you take responsibility for your own transportation to field placement? _____
5. Who can be contacted in case of emergency? Name: _____ Phone #: _____
 Alternate contact: Name: _____ Phone #: _____

Declaration:

I declare that the above answers and statements are true and complete in all respects.

Authorization:

I authorize any physician or agency with knowledge of my health to provide full particulars to Selkirk College.

Signed at _____ this _____ day of _____, 20_____.

Witness

Signature of Applicant



Selkirk College
School of Health and Human Services
Classroom and Community Support Worker Program

Procedures for Criminal Record Checks

Many social service agencies require all prospective employees and practicum students to submit to a criminal record check.

A previous conviction for a criminal offence may prevent a practicum placement. Individuals working in licensed facilities or with children are required by law to provide a criminal record check.

If these requirements may be a problem for you, please consult the program instructors, Classroom and Community Support Worker program, to discuss the implications and options.

Instructions for completing the Consent for Disclosure of Criminal Record Information Form

1. This form is available at your local RCMP or City Police Station. It must be completed by them and returned directly to Selkirk College.
2. You must initial every category of Information of Disclosure
3. You must also complete the Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon has been Granted or Issued. This is part of the same Consent for Disclosure form and is necessary for all people who will be working with one or more children or vulnerable persons.