



Human Services Assistant Training

A 4-MONTH COURSE TO PREPARE STUDENTS FOR ENTRY-LEVEL EMPLOYMENT IN HUMAN SERVICES.



If you enjoy helping others, want to pursue a meaningful career and make a difference, then a career in human services is for you! Human Services Assistants work with individuals, families, and communities in need of

services and there is a great demand for well-trained professionals in this field. Job placement assistance is provided for graduates!

Students will receive generalized training to master the skills required for a professional Human Services Assistant and will have the opportunity to participate in community service opportunities and hear guest speakers to enhance specific topics of instruction.

A special project-based unit on grant writing & fundraising will provide the students with an exceptionally in-demand skill set.

Tuition: \$1,495.00
Books: \$120.00
Lab Fees: \$140.00
Exam Fees: \$45.00

**\$1,800
Total**

This 240-hour Training Program covers the following:

- Overview of the Human Services Profession, Roles, and Populations Served
- Organizational Structure and Diversity of Communities
- Interpersonal Communication Skills
- Ethics, Law, Empathy, and Rights in Human Services
- Information Gathering/Interviewing/Record-keeping
- Group Dynamics and Facilitation
- Defining and Assessing Needs and Providing Interventions
- Case Management Techniques
- Using Technology in Human Services
- Self-Care, Boundaries, and Professionalism
- Mandated Reporting
- Working w/Specific Populations
- Program Development and Planning
- Intro to Grant Writing, Fundraising, & Grants Management
- Experiential Community Service Learning Opportunities

PREREQUISITES / REQUIREMENTS:

Intro to Key Office Applications (or equivalent)
 Reading Skills Screening
High School Diploma or GED recommended

We offer this training in a relaxed learning environment with small class sizes and convenient schedules available.

Please call for an appointment to meet with one of our Program Counselors.



Manchester Community Resource Center
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