

# Social Service Assistant



The professional opportunities to care for the growing number of people who will use the supportive assistance offered in day treatment, assisted living, and long-term care settings are expanding faster than professionals can be trained.

Social Service Assistants are members of interdisciplinary health care teams within the long-term care facility. They work under the supervision of licensed social workers and other staff, and assist these professionals with their daily tasks.

## Who Should Attend

Anyone interested in working in a healthcare setting, assisting residents with social needs.

## Certificate Completion

Upon successful completion of the program, you will be awarded a certificate of completion.

## Career Pathways

The Social Service Assistant will be prepared to work in a long-term care facility, assisted living, adult day program, retirement community, or community center.

## Delivery Format

- The entire program is offered online
- Instructor-facilitated online courses
- Start anytime during the quarter
- Learn from the convenience of your home and at your pace

## Skill Sets

- Demonstrate a basic knowledge of the aging process, including misconceptions, physical changes, and psychosocial aspects
- Demonstrate knowledge of applicable state and federal regulations
- Show understanding of the rights of individuals who reside in long-term care facilities
- Demonstrate knowledge of the admission and discharge process
- Demonstrate an understanding of the principles of documentation
- Demonstrate ability in basic performance skills, such as teamwork, communication skills, and working with administrative staff and other disciplines
- Discuss issues involved in the management of internal support staff, budgeting, supplies, and outside resources

- Show understanding of methods of identifying resident interests and needs and the use of assessment in care plan development
- Evaluate a care plan for effectiveness

## Requirements

This program can be taken from either a Mac or a PC. It is compatible with the Windows XP and later operating systems, Firefox, Chrome (preferred), or IE 7 and later browsers. There are no specific computer requirements other than an Internet connection, e-mail account.

Adobe Flash Player and Adobe Acrobat Reader are required for this program.

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