
Appendix A

SOCIAL AND HUMAN SERVICES ASSISTANT

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Social and Human Services Assistant

O*NET-SOC CODE: 21-1093.00 **RAPIDS CODE:** 1040CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of **Social and Human Services Assistant** is **Competency Based** supplemented by the minimum required **144** hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$ **18.00** /per hour.

Period	Wage (Hourly)	Description
1	16.00	6 months + hours
2	16.50	6 months + hours
3	17.00	6 months + hours

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **750** hours.



6. SELECTION PROCEDURES

Applicants will be selected by individual participating employer sponsors using selection method #4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. Minimum age of all applicants shall be 16 years. There is no maximum age;
2. Educational prerequisite for entry: High school diploma or GED/equivalent;
3. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
4. Written Test: Administered by Faculty and/or Program Coordinator
5. Oral Interview: None Required
6. All applicants will be notified in writing of Acceptance or Rejection.
7. If rejected, reasons for rejections will be stated.
8. A pool of applicants will be established and maintained for two years as follows:
 - a. Interested applicants will have an opportunity to attend a public orientation and enroll in the program's employment preparation course. Completers of the course will be guided through the development of a resume and job application, which will be published to participating employer partners.
9. And applicants will be employed as follows:
 - a. Applicants will follow directives of individual employer partners through job application, interview and pre-screening.
 - b. Applicant's prior work experience and training will be evaluated by the committee at the time of registration, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket. Apprentice applicant must verify, in writing, all past experience/education for consideration of credit.
 - c. Each participating employer sponsor, upon determination of the need to employ and train an apprentice, will register an apprentice after upholding a fair and consistent sourcing, recruiting, and evaluation process;
 - d. Participating employer sponsors will report recruitment and selection data annually to the Program Name Apprenticeship Training Program coordinator/director;
 - e. Minimum age of all applicants shall be 16 years. There is no maximum age;
 - f. Educational prerequisite for entry: High school diploma or GED/equivalent;
 - g. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
 - h. Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program may be required for selection and/or continued participation/employment;
 - i. General aptitude or other skills test shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent;
 - j. Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the Program Name program director/coordinator



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Suggested On-the-Job Learning Outline

Present social services program information to the public.		
Competencies	Date Completed	Initial
A. Demonstrate ability to provide a compelling introduction to programs and services		
B. Demonstrate ability to assist in the execution of one-on-one and small group service delivery		
Interview clients to gather information about their backgrounds, needs, or progress.		
Competencies	Date Completed	Initial
A. Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history.		
B. Demonstrate ability to keep records, prepare reports, and track client progress in database user interface software		
C. Demonstrate ability to collaborate with clients to co-design and implement a program plan		
D. Demonstrate ability to maintain consistent, meaningful written and verbal client communication		
E. Demonstrate ability to assess clients' needs to determine appropriate enrollment and interventions		
F. Demonstrate ability to create trusting relationships and establish professional boundaries with clients		
G. Demonstrate ability to respect each client's diverse culture and values		
Collaborate with other professionals to assess client needs or plan treatments.		
Competencies	Date Completed	Initial
A. Demonstrate ability to collaborate with external and internal partners for the purpose of supporting clients		
Refer clients to community or social service programs		
Competencies	Date Completed	Initial
A. Demonstrate knowledge of and ability to provide supportive services, refer individuals to public or private agencies or community services for assistance		



RELATED INSTRUCTION OUTLINE Social and Human Service Assistant

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Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship. Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

Source: San Bernardino Valley College

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

Introduction to Social Work and Human Services - 54 hours

Helping and Interpersonal Skills - 54 hours

Race and Ethnic Relations - 54 hours

Essential Workplace Skills - 8 hours

Mental Health First Aid - 8 hours

Case Management Essentials - 40 hours

Optional

Crisis Intervention - 54 hours

TOTAL HOURS: 218



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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