

How to Apply to the Community Health Worker Post Prison Health Worker & Youth Worker Certificate Programs

Application for the Fall 2016 CHW Cohort (Ocean Campus)

Turn in your application to the
CHW Program, Health Education Department
City College of San Francisco, Ocean Campus
MUB 353, 50 Phelan Avenue
San Francisco, CA 94112

***Applications are accepted between April 11 and April 20 only, and are
due in MUB 353 by April 20th, 2016 at 4 PM***

**An Orientation Session will be held on March 22 from 5:30-7 PM at the
Ocean Campus, in the Multiuse Building (MUB) Room 330**



**Health Education Department
City College of San Francisco (CCSF)**

Who are Community Health Workers?

The formal Community Health Worker field was first established in the U.S. in the 1950s, and has grown dramatically over time. CHWs work or volunteer under a wide variety of titles including Case Worker, Promotore(a), Community Health Outreach Worker, Case Manager, Health Navigator, and many more. CHWs work in both community and clinical settings, addressing diverse health issues including chronic health conditions, infectious disease, and topics such as food security and homelessness. They provide a wide range of services such as health outreach, recruitment and enrollment of clients, health education, case management, chronic disease management, providing home visits, facilitating support or social groups, and participating in community organizing and advocacy campaigns. The field is recognized by the federal Department of Labor (DOL), and has been supported by a growing body of research demonstrating that CHWs make a positive contribution to the health of clients, families and communities they serve. For more information about the CHW field, you may wish to visit the website of the American Public Health Association's CHW Section:

<https://www.apha.org/apha-communities/member-sections/community-health-workers>

The CHW Certificate Program

The CHW Certificate Program at City College of San Francisco was established in 1994. Today, we offer three different CHW Certificates. The certificate requirements are currently under revision, and should be in place for students who are accepted into the program and enroll in Health Education 201 in the Fall of 2016.

While they each share fourteen (14) units of common courses (Health Education 201, 202 and 203) and require a 128-hour internship placement, each certificate includes additional required courses, as detailed on the CCSF website: <http://www.ccsf.edu/en/educational-programs/ccsf-catalog/courses-by-department/hlth-courses.html>

- **The Community Health Worker Certificate (CHW)** is a 20-unit course of study that trains students to work in a wide variety of employment settings, and with diverse clients and communities.
- **The Post Prison Health Worker Certificate (PPHW)** is a 21-unit course of study that trains students to work with incarcerated and formerly incarcerated clients and their families.
- **The Youth Worker Certificate (YW)** is a 22-unit course of study that trains students to work with youth and young adults ages 14-28.

Requirements and Challenges of the Program

The college-based CHW certificate programs are demanding. Successful completion requires:

- Attendance and full participation in weekly courses
- Weekly reading assignments
- The development of strong computer and internet skills
 - Increasingly the curriculum for most CCSF classes is posted online
- The ability to write clearly and confidently
- Proficient reading, writing and speaking skills in English. We are committed to training bi-lingual and bi-cultural CHWs.
- The ability to reach out and ask for assistance from faculty and CCSF support programs if you are struggling academically or personally
- A 128 -hour internship with a local employer partner
- Demonstration of key professional skills including time management, coming to class having done their homework and prepared to actively engage in learning, the ability to provide and receive constructive feedback calmly and respectfully, the ability to learn and work with diverse colleagues and team-mates
- *Please note that people in recovery from alcohol/drug use should have at least one year clean and sober*

Career Opportunities

Employment opportunities for CHWs are expanding locally and nationally, especially in the fields of health care and public health. The federal Department of Labor estimates that the CHW field is one of the fastest growing professions, in terms of job growth, nationally. Graduates of the CCSF CHW Certificate Program find work with local hospitals and health clinics, city and county departments of public health, and with local community-based organizations (CBOs).

Overview of the Application Process

You must apply to the CHW Certificate Program, and be accepted, in order to enroll in the required foundational class, Health Education 201.

To apply to the program you must either:

1. Pass a one-unit (18 hour) prerequisite course, Health Education 59, with a grade of "C" or better. This course is typically offered 2-3 times each academic year, on different campuses

OR

2. Provide documentation that you are currently working as a CHW, along with a recommendation from your Supervisor

Application forms and deadlines are posted online at www.ccsf.edu/chw. Applications are accepted twice each year: once at the end of the Spring Semester for students who will

enroll in Health Education 201 the subsequent Fall Semester, and once at the end of each Fall Semester for students who will enroll the following Spring.

We also offer a voluntary CHW Program Orientation Session each semester for students or agencies that are interested in learning more about the field, City College's certificate options, classes and other requirements.

The application forms and guidelines are provided below.

PART I - ADMISSION TO THE CERTIFICATE PROGRAMS

Applicants must complete the following requirements to be eligible for admission to the program:

1. *Completion of Health 59 with a grade of "C" or better, OR* documented CHW work experience from an employer (see instructions below)

AND

2. A completed application form, and a personal statement or essay.
 - Completed applications are accepted only during the dates on the Application Forms and CHW Program website.
 - Applicants who are not accepted must reapply to the CHW Program, although they are moved up in priority.
 - If a student drops out of the CHW Program (and does not, for example, complete Health Education 201, 202 or 203), they must reapply to the CHW Program.
 - Applicants are selected based on submitting a completed application packet before the deadline, and their fulfillment of other requirements (such as completing Health Education 59 with a grade of "C" or better). We do not conduct interviews for admission. The CHW Program will send out letters of acceptance before the end of the Spring or Fall semester.
 - Applicants who intend to accept their offer of admission to the program and to enroll in the following semester must return a signed Acceptance Letter (attached at the end of this document) by the stipulated date.

The above procedures were reviewed and accepted by the City College of San Francisco lawyers and were determined to be fair and non-discriminatory.

PART II - CCSF ADMISSIONS

In addition to being accepted into the CHW Certificate Program, students must also complete the *Application for Admissions to City College of San Francisco* in order to register for classes. This process may be completed online at www.ccsf.edu. You must then enroll in and pay for your CHW classes, and any other required CCSF student fees.

Application to the CHW Certificate Program, Spring 2016
City College of San Francisco

Textbooks for the program may cost up to an additional \$150. Used copies of the textbook can often be purchased for significantly less. Textbooks are also available to read in the CCSF Library and the Health Education LINK Center located in the Multi-Use Building Room 301. Whenever possible, the program also provides students with the option of loaning a textbook, for free, for the duration of their enrollment.

Please note that some Internship sites may require students to complete additional requirements such as screening for tuberculosis, and this may entail additional costs to the student.

CHW Program Application Check-List

Please double-check that you have completed all application requirements:

For all CHW Applicants:

- Signed copy of the CHW Application Form, Page 1
- Personal Statement, with Signature, Page 2

For working CHWs only.

In addition to Application Form and Personal Statement, applicants who are working in the field*, and who do not wish to enroll in HLTH 59 (though HLTH 59 is STRONGLY recommended), must complete the following requirements:

- Letter of Recommendation from a Current Supervisor, Signed and placed in a sealed envelope, Page 3
- Signed copy of the Health Education 59 Waiver Form (if applicable), pages 4-5

****For the purposes of applying to the CCSF CHW Certificate Program, candidates who are “working in the field” must have completed the equivalent of at least 20 hours per week of paid work or volunteer work for at least 12 months.***

THE CCSF CHW PROGRAM APPLICATION FORM

PAGE 1

Name: _____

CCSF ID # (if you have already taken classes): _____

Mailing Address (Street/P.O. Box, City and Zip Code): _____

Phone Number: _____ email: _____

Check the certificate(s) you will be applying for: CHW___ PPHW___ YW___

CHECK ONE:

I am not working as a Community Health Worker, but I have completed Health 59 with a grade of ____.
Year & Semester you completed Health Education 59: _____
Name of the Health Education 59 Instructor: _____

I am a working Community Health Worker. My supervisor has completed a "Request to Waive Health 59" form and confidential recommendation **in sealed signed envelope attached to application.**

AGREEMENTS: By signing below, I agree to the following:

1) I am not a working CHW:

- I will be responsible for obtaining an approved internship site for the second semester. I understand that the site must be approved by the CHW Certificate Program.
- I am available one day a week (at least 8 hours during regular work hours) for my internship.

OR

2) I am a working CHW:

- I am able to get time off from my job to attend classes. (Core courses meet **4:00pm-9:00pm once a week for two semesters.**) and/or
- My internship placement may be my job. My supervisor has indicated a willingness to work out a Memorandum of Understanding (MOU) with the program to support my learning new skills (see MOU).

CHW Applicant's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

PERSONAL STATEMENT
CHW APPLICATION, PAGE 2

Please **type** a personal essay (no longer than a two-pages please) using a separate sheet of paper, and addressing the questions presented below. You must write this essay on your own, using your own words and best writing abilities. Feel free to provide additional information that will help the admissions committee evaluate your application and your qualifications for the CHW field. Your background and identity (for example, where did you grow up? What communities do you belong to?)

- Describe any special circumstances, challenges or hardships that you have faced in life, how you responded or overcame them, and what you learned about yourself.
- What motivates you to become a Community Health Worker? What type of work do you hope to do (what type of services do you want to provide, which communities do you hope to work with)?
- What best prepares you to become a CHW? What personal qualities and values will you bring to the field? What experiences and achievements have helped you to prepare for a career as a CHW?
- Summarize any key volunteer or work experience that may be most relevant to working as a CHW

LETTER OF RECOMMENDATION
CHW APPLICATION, PAGE 3
FOR WORKING CHWs ONLY

CHW Applicant: *If you are a working CHW, ask your supervisor to fill out this form.*

CHW Supervisor: Please place this recommendation (and, if applicable, a request to waive Health Education 59) in a sealed envelope with your signature across the seal, and give to the applicant to include with their application to the City College CHW Program.

The Name of the CHW applicant: _____

Name of the person providing the reference: _____

The Name of the Agency and Program where you work with the applicant: _____

Your daytime phone number: _____

Your email address: _____

Please write and sign a brief letter of recommendation for the CHW Applicant, on agency or program letterhead. Please address the following information in your letter:

- How long you have known the applicant
- Your relationship to the applicant (direct Supervisor, etc.)
- The key tasks and duties of the CHW applicant
- Key accomplishments of the applicant
- Why you recommend them for the CCSF CHW Program
- The applicants readiness for success in the CCSF CHW Program. For example, does the applicant have strong time management skills, the ability to meet deadlines, emotional maturity and the ability to work well with members of a diverse team, strong reading, writing and computer skills?

Please also evaluate the applicant's likelihood of success in Community Health Work. Assess their record of service in the field, social maturity, reliability, willingness to learn new skills and information, and ability to overcome personal obstacles. *Please check the most appropriate of the following statements:*

- The Applicant is extremely likely to succeed as a Community Health Worker and I highly recommend the applicant for your program
- The Applicant is likely to succeed as a Community Health Worker and I recommend the applicant for your program
- The Applicant has potential to succeed as a Community Health Worker and I recommend the applicant with reservation for your program
- The Applicant needs to strengthen her/himself to be able to succeed in the field and your program

Your response is confidential. Thank you!

REQUEST TO WAIVE HEALTH EDUCATION 59
CHW APPLICATION, PAGE 4
FOR WORKING CHWs ONLY

CHW Applicant: Please ask the supervisor at your job to complete this form.

CHW Supervisor: Health Education 59: Introduction to Community Health Work is a one unit course and a prerequisite for admission to the CHW Certificate Program. Health 59 is designed to introduce students to community health work and to help students to ensure that they are ready for a college-based professional training program. Working Community Health Workers can waive this course. Please be aware that CHWs work under a wide range of times that include, for example, Health Worker, Promotore(a), Community Health Outreach Worker, Public Health Aide, Case Manager/Case Worker, Peer Counselor and Community Nutrition Worker.

Please complete the following form **and attach the CHW employee's current job description**. Place this form along with your confidential recommendation in a sealed envelope with your signature across the seal, and provide it to the applicant to include with their application.

Today's Date _____

CHW Applicant's Name _____

Agency _____

Address _____

City/State/Zip _____

Daytime Phone: (____) _____ Email Address: _____

Supervisor's Name _____

Daytime Phone: (____) _____ Email Address: _____

Applicant's official job title is _____

REQUEST TO WAIVE HEALTH EDUCATION 59, CONTINUED
CHW APPLICATION, PAGE 5
FOR WORKING CHWs ONLY

To waive Health 59, applicants must demonstrate competencies covered in Health 59 at a minimum skill level of one who has worked as a CHW for one year. Please check all that apply.

The CHW Applicant is:

- familiar with the role of CHW and other health team members
- committed to career service with medically underserved communities
- reliable/predictable/prompt/able to meet deadlines
- socially mature - able to work with others, resolve conflicts constructively
- willing to apply self to learning new skills and information
- able to attend evening classes at CCSF (the core class meets once a week from 4:00 – 9:00 pm)

Additional Comments:

Supervisor's Signature

Date