

## REASONS TO CHOOSE GC'S WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Learning through hands-on experience
- Conveniently located for easy access
- Smaller class size provides student focus and greater chance of success
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Staff devoted to your success
- Learning atmosphere

## WE ARE CONVENIENTLY LOCATED WITH OUTREACH CENTERS THROUGHOUT THE COUNTY:



### LOCATIONS

- 1 Main Campus**  
687 Mosser Road, McHenry, MD 21541  
301-387-3069
- 2 Career Technology Training Center (CTTC)**  
116 Industrial Drive, Accident, MD 21520  
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**  
695 Mosser Road, McHenry, MD 21541  
301-387-3786
- 4 Northern Outreach Center (NOC)**  
12601 National Pike, Grantsville, MD 21536  
301-895-4700
- 5 Southern Outreach Center (SOC)**  
14 N 8th Street, Oakland, MD 21550  
301-387-3770

Garrett College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following office has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies ([www.garrettcollege.edu/equity-and-compliance](http://www.garrettcollege.edu/equity-and-compliance)):

**Office of Equity & Compliance** • 687 Mosser Road, McHenry, MD 21541,  
(301)387-3037 or [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).



Attrn: CEWD - Workforce Development  
687 Mosser Road • McHenry, MD 21541



# Human Service Associate

[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

# Human Service Associate

## Program Overview

A Human Services Associate provides the necessary services to clients who are experiencing some degree of hardship in their life by directly working with them to find improvement through empowerment and self-sufficiency. Human Services Associates strive to assist his or her client in making important lifestyle changes that will allow the client to adjust their situation into a more stable and healthier environment for themselves and their loved ones.

*Compassion and empathy are two extremely beneficial traits if one wishes to maximize his or her potential in this career. In addition, the following represents essential and valuable skills identified among Human Services Associates:*

- Active listening skills
- Ability to put people at ease and offer them a sense of safety
- Attention to detail
- Cultural competency
- Compassion
- Comprehend and follow complex procedures and rules
- Desire to help others
- Empathy
- Establish rapport quickly
- Set personal boundaries
- Strong interpersonal skills

## Program Modules

1. Work Readiness
2. Direct Client Care
3. Family Development
4. Disadvantaged Populations
5. Effective Communication

Each module culminates in a credential and/or certification. While most students enroll in the program with a goal of employment, those already working in the field may benefit from individual professional development courses.

**Our Mission** | The Continuing Education and Workforce Development Division will enhance the mission of Garrett College by providing lifelong learning through community education/personal interest courses, basic skills development and career training, and professional development/customized training solutions. We are committed to helping build a better community through collaborative efforts and partnerships.

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Call 301-387-3136 to obtain additional information  
[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

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## Financial Aid Opportunities

Individuals may be eligible to receive financial aid assistance for programs offered through Garrett College Continuing Education & Workforce Development.

Over \$100,000 in scholarship funding is awarded annually through a variety of sources, including the Garrett County Commissioners, local agencies, and private donors from the Garrett College Foundation.

Both full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are highly encouraged to apply early! Continuing Education & Workforce Development scholarship applications must be submitted at least three weeks prior to the start of the applicant's selected program.

## Entry Information & Requirements

*Workforce programs offered through Garrett College Continuing Education & Workforce Development require the following for admission/entry into the program:*

- ▶ High School diploma or equivalent
- ▶ \$25.00 non-refundable registration fee
- ▶ Complete the TABE assessment prior to start of program
- ▶ Attend an Orientation and Information Session – contact 301-387-3136 to schedule

## Are you interested in Human Service Associate courses?

For additional information, or to enroll in this program, please complete this inquiry card and mail to our office.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Text:

Email Address: \_\_\_\_\_

High School/College Name: \_\_\_\_\_

Program(s) of interest: \_\_\_\_\_

**Mailing Address:**  
Garrett College  
Attn: CEWD - Workforce Development  
687 Mosser Road  
McHenry, MD 21541

*Start Here,*  
**GO FURTHER.**  
[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

