

## WHAT IT TAKES TO BE A SUCCESSFUL SOCIAL WORK STUDENT

MCC's Social Work Technician Program is a preprofessional program, but it can be an important first step towards acquiring the skills, experience, knowledge, and other attributes that go into becoming an excellent social worker. This is some of what it takes:

### Self-awareness

Social work students must be willing to look at themselves and examine their assumptions about other people, and society. This will also involve becoming aware of interpersonal boundaries, posture, voice tone, dress, and other factors on their interactions with others..

### Commitment

Social workers at every level must be committed to the ethical standards of the social work profession, and to the betterment of their clients within the context of the mission, mandates, and processes of their employers.

### Knowledge

The SWT program represents a first step in acquiring the relevant social, behavioral, and biological knowledge needed to deliver high-quality human services.

Successful SWTs should know: phone etiquette; written communication skills; verbal communication skills; basic business terminology; and basic internet, email, and office computing skills;.

Social workers need to learn about resources, legal issues that are relevant to their services and clientele, as well as the code of ethics that defines professional social work behavior.

### Empathy

Students must work to acquire the understanding necessary to appreciate their clients' points of view, and an appreciation of the fundamental value of kindness.

### Acceptance of Diversity

Students will learn to view human diversity as an asset to human life and society, and to provide services regardless of the client's age, gender, race, or other superficial differences.

### Interpersonal Skills

Above all, social work students learn how to work with people in a self-aware fashion. These skills include compassion, altruism, integrity, respect, and consideration for others. Students must learn to be aware of the nature and intentional use of body language, and to be able to apply active listening skills while maintaining appropriate interpersonal boundaries.

### Professional Behavior

Like all social workers, our students must learn to work within the scope of practice defined by the profession, law, and their employers, and to be appropriately dressed, punctual, dependable, and respectful to others. In addition, they must learn to maintain an appropriate interpersonal distance with colleagues and clients.

### Energy

Successful students are well-organized. They must become able to prioritize, juggle multiple priorities, and use time well. The support of family and friends can prove invaluable.

### Determination

Even with the support of family, friends and faculty, succeeding will depend upon the determination of the individual social work student. Some of our students obtain their Associate's degree in only two years, but some can take much more time due to the demands of their life.

## SOCIAL WORK EDUCATION

### Levels of social work training

#### Associations degree in Applied Science (AAS)

An Associates degree can be earned in two years of full-time study. MCC's Social Work Technician program provides students with a solid introduction to the knowledge, skills, and experience that are required for entry-level positions in human service agencies. The program requirements include 350 total hours of field experience in local human service agencies.

Graduation from MCC's program can make you eligible for registration by the State of Michigan as a Social Service Technician. (With planning, the credits earned in the program may be able to be applied towards a Bachelors degree, depending on the four year institution concerned)..

#### Bachelors degree in Social Work (BSW)

A Bachelors degree will generally require the equivalent of 2 years of study beyond the Associates degree (although it may be possible to complete it in less time under some conditions).

The BSW will partially fulfill requirements for licensure by the State of Michigan as a Licensed Bachelors of Social Worker (LBSW).

#### Masters degree in Social Work (MSW)

Although a Masters degree generally requires two years of study beyond the Bachelor's degree, students with a BSW may be eligible for admission to "advanced standing" programs at some universities in Michigan.

For most social workers, the MSW is the terminal degree. The MSW will partially fulfill requirements for licensure by the State of Michigan as a Licensed Masters of Social Work.

### FOR MORE INFORMATION:

Council for Social Work Education

<http://www.cswe.org/>

National Association of Social Workers

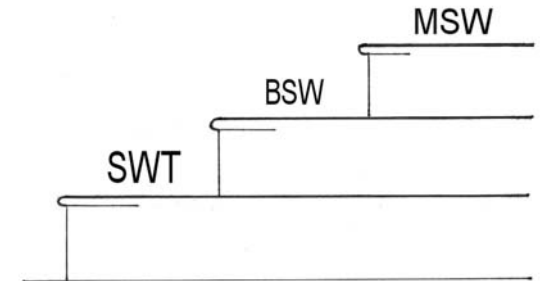
<http://www.socialworkers.org/>

Michigan Board of Social Work

[http://www.michigan.gov/mdch/0,1607,7-132-27417\\_27529\\_27554-70397--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-27417_27529_27554-70397--,00.html)



## MOTT COMMUNITY COLLEGE'S SOCIAL WORK TECHNICIAN PROGRAM:



## THE FIRST STEP TOWARDS YOUR PROFESSIONAL FUTURE

For information about our program,  
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# SOCIAL WORK: THE PRACTICAL PROFESSION

## Relationships Between Some Common Job Tasks in Local Human Service Agencies and Levels of Social Work Education

Duties	Tasks						
<b>BUILD CLIENT RELATIONSHIPS</b>	Conduct a telephone intake <b>SWT BSW MSW</b>	Initiate contact with clients <b>SWT BSW MSW</b>	Schedule appointments with clients <b>SWT BSW MSW</b>	Clarify confidentiality guidelines with clients <b>SWT BSW MSW</b>	Define the roles in the social worker/client relationship <b>SWT BSW MSW</b>	Develop rapport with clients through active listening techniques <b>SWT BSW MSW</b>	Advocate for clients <b>BSW MSW</b>
<b>MAINTAIN NON-CLIENT RECORDS</b>	Contact appropriate funding source for authorization <b>SWT BSW MSW</b>	Complete a client satisfaction follow-up and document <b>SWT BSW MSW</b>	Keep employment-related records <b>SWT BSW MSW</b>	Bill the appropriate funding source <b>SWT BSW MSW</b>	Prepare clinical records (start client file, pull forms, pull files for SW use) <b>SWT BSW MSW</b>	Enter data into appropriate record or database <b>SWT BSW MSW</b>	Gather statistical data <b>SWT BSW MSW</b>
	Interpret Data for program performance <b>MSW</b>						
<b>MAINTAIN CLIENT RECORDS</b>	Gather demographic and insurance information <b>SWT BSW MSW</b>	Document an intake and assessment of needs by phone or face to face <b>SWT BSW MSW</b>	File paperwork from other agencies <b>SWT BSW MSW</b>	Document case management networking with other professionals <b>BSW MSW</b>	Document case management interventions <b>BSW MSW</b>	Write and document case management service plans <b>BSW MSW</b>	Document case management treatment goals and objectives <b>BSW MSW</b>
	Document case management discharge <b>BSW MSW</b>	Document client intervention services <b>MSW</b>	Network with other professionals <b>MSW</b>	Write service/treatment plans <b>MSW</b>	Establish treatment, goals, & objectives <b>MSW</b>	Document client discharge <b>MSW</b>	
<b>ESTABLISH AND CULTIVATE RELATIONSHIPS WITH OTHER PROFESSIONALS</b>	Attend staff meetings <b>SWT BSW MSW</b>	Coordinate client case with multidisciplinary team members in the community <b>BSW MSW</b>	Staff a case with agency team members <b>BSW MSW</b>	Lead staff meetings <b>MSW</b>			
<b>BUILD ON PERSONAL PROFESSIONAL KNOWLEDGE</b>	Acquire and maintain appropriate registration or licensure <b>SWT BSW MSW</b>	Adhere to professional social work code of ethics <b>SWT BSW MSW</b>	Provide professional or volunteer service to the community <b>SWT BSW MSW</b>	Advocate for the social work profession <b>BSW MSW</b>	Maintain knowledge of governmental programs <b>BSW MSW</b>	Research other resources in the community <b>BSW MSW</b>	Advocate on a political level for social changes <b>MSW</b>
	Continually improve professional skills through training <b>MSW</b>	Conduct staff training workshops <b>MSW</b>	Supervise and mentor new social workers <b>MSW</b>				
<b>PROVIDE TREATMENT FOR CLIENTS IN A CLINICAL ENVIRONMENT</b>	Make preliminary client referrals based upon initial contact information <b>SWT BSW MSW</b>	Co-facilitate a support group <b>SWT BSW MSW</b>	Schedule follow up care <b>SWT BSW MSW</b>	Conduct bio / psychosocial / spiritual assessments <b>BSW MSW</b>	Determine goals with the client <b>BSW MSW</b>	Develop a care plan <b>BSW MSW</b>	Prepare materials for clinical intervention <b>MSW</b>
	Utilize group intervention strategies, i.e., support, education, treatment <b>MSW</b>	Utilize individual intervention strategies <b>MSW</b>	Utilize family intervention strategies <b>MSW</b>	Utilize macro intervention strategies <b>MSW</b>	Provide for aftercare and follow-up <b>MSW</b>	Complete discharge planning <b>MSW</b>	Diagnose in accordance with DSM <b>MSW</b>