

## Classes Available to Service Providers in the MD/DC Metropolitan Area

### Classes Offering CEU's

- **Cultural Competence & Communication**: We work in very diverse organizations supporting individuals and families from a wide variety of cultures. Together, in this experiential, interactive class, we will develop skills in cultural competence and cross cultural communication.
- **Characteristics & Needs of Populations Served**: This class provides basic information about the characteristics, needs and services available for people who come to social service agencies seeking help. The needs of our service populations often cut across service areas, and support professionals need to be equipped to address many of the primary and ancillary needs that individuals and families have. We cover issues related to developmental disabilities, mental illness, homelessness, addictions, needs of individuals and families in crisis, and special health needs.
- **Ethical Decision Making in Catholic**: This class explores the ethical decision making process as it pertains to our work in a Catholic organization. Personal mission for community service, confidentiality, professional boundaries, and ethical dilemmas on the job will be explored.
- **Ethics Theory and Practice in Catholic Community Service**: This is an in depth course on the principles, theories, and practices of ethics related to services rendered by community service organizations. Taught by faculty from Catholic University National Catholic School of Social Service, the course builds upon the concepts explored in the Ethical Decision Making class. *PREREQUISITE: Ethical Decision Making or permission.*
- **Fundamentals of Service Delivery and Support: Rights, Choice, Inclusion, and Individual-Directed Plans**: This class gives a comprehensive overview of best practices for service delivery and support of individuals and families who come seeking services. Our focus is on helping people identify the outcomes they are seeking to achieve and to maximally involve them in planning for their futures and building their social capital in the community. *This class covers the content requirements for the following DDA Courses: Fundamental Rights;*

*Supporting Individuals and Families in Making Choices; Community Integration and Inclusion; and Individual Directed Outcome-Oriented Planning for Individuals.*

### Health and Safety

- **The Aging Process & Special Needs of the Elderly**: This class provides an overview of the aging process, the needs of individuals as they age, and ways we can support these individuals so they can retain their health and independence for as long as possible. Simulation exercises enhance participant understanding of the impact of aging related health changes.
- **CPR – Adult**: American Safety and Health Institute (ASHI) guidelines for Adult CPR, 2-year certification class.
- **First Aid – Universal**: American Safety and Health Institute, 3-year certification class.
- **CPR/First Aid Training of Trainers**: ASHI training for certification as a CPR and First Aide Trainer
- **Nutrition/Food Sanitation**: This class provides important knowledge and skills to professionals who assist program participants with meal planning, shopping and food preparation as well as those who are involved with serving food in large group settings such as shelters. Participants learn the elements of a healthy diet as well as various dietary restrictions and needs that consumers may have. They also learn about safe techniques for food preparation, safe serving of bulk food, and food storage.
- **Seizure Management**: Participants learn how to recognize the signs of an impending or occurring seizure and take steps to ensure safety and health.

### Sexual Abuse Prevention Training

- **Protecting God's Children**: Participants will build awareness of child sexual abuse and related laws, policies and procedures. *This class meets the annual abuse training requirement for the Archdiocese of Washington.*
- **Preventing Sexual Abuse of People with Developmental Disabilities**: This class explores the ways that service providers can

recognize signs of and respond to suspicions of sexual abuse of children and adults with developmental disabilities. We also explore issues related to rights of adults with developmental disabilities in healthy, safe expression of their sexuality.

- **Preventing & Responding to Abuse & Neglect of People with Mental Illness (DMH/AOW)**

This training focuses on defining various types of abuse and neglect, as well as recognizing of symptoms and patterns of behavior that may indicate abuse/neglect is occurring. Procedures for investigation of suspected abuse and neglect are also reviewed. *This class fulfills the training requirement of the DC Department of Mental Health.*

- **Preventing Sexual Abuse in the Immigrant Community**

This class explores the ways that we can recognize signs of and respond to suspicions of sexual abuse of children and vulnerable adults in the immigrant community.

### Mental Health Focus

*The following trainings meet the annual training requirement of the DC Department of Mental Health*

- **Consumer Benefits (DMH)**: Community Support Specialists need to understand the benefits that consumers are eligible for and help them apply (SSI, SSDI, food stamps, Medicaid, etc.). Clinicians learn how work-related income impacts benefits and who to contact for problem resolution.
- **DMH Consumer Enrollment & Referral System (DMH)**: Catholic Charities has an ongoing relationship with DC Department of Mental Health (DMH). This course will help participants understand the connection between consumer, DC, DMH and Catholic Charities as a service provider.

- **Consumer & Family Empowerment/Consumer Freedom of Choice (DMH)**: Consumers in DC are encouraged to choose from an array of service providers; clinicians learn the regulations related to consumer choice and become familiar with services city-wide.
- **Integrated Treatment for Co-occurring Psychiatric & Addictive Disorders (DMH)**: Increase your knowledge about consumers who have both a mental illness and addictions and appropriate treatment models.
- **Counseling & Communication (DMH)**: A review of essential counseling techniques that will help you in day to day work with your consumers.
- **Standard Assessments (Mental Health Focus) (DMH)**: An overview of the LOCUS assessment, which is required for all consumers on a quarterly basis.
- **Recordkeeping & Clinical Documentation Standards (DMH)**: Review of standard, professional, and regulatory practices for documentation in mental health programs at Catholic Charities.
- **Self-help & Peer Support (DMH)**: Recovery and wellness are most effective when the consumer initiates health practices and/or has social and emotional support from peers. Learn how to encourage initiative from consumers as well as nurture networking and peer advocacy.
- **Mental Illness & Evidence-based Clinical Intervention (DMH)**: An overview of symptoms and challenges for adults with severe and persistent mental illness and use of strengths based, recovery focused treatment.

*In addition to our trainings available at our 1001 Lawrence Street NE training facility, we can customize many of the above trainings and bring them to your work site! In addition, other classes available that can be customized for your group include:*

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| • <b>Anger/Conflict Management</b>                  | • <b>Effective Performance Appraisal</b>  | • <b>Workplace Conduct/ Sexual Harassment</b> |
| • <b>Bloodborne Pathogens/Communicable Diseases</b> | • <b>Fire Safety</b>                      | • <b>Writing Skills Workshops</b>             |
| • <b>Child Abuse Prevention</b>                     | • <b>Grant Writing</b>                    |   |
| • <b>Professional Development Program Planning</b>  | • <b>Meeting Management</b>               |   |
| • <b>Disabilities Awareness Training</b>            | • <b>Presentation Skills for Managers</b> |   |
|   | • <b>Receptionist's Training</b>          |   |
|   | • <b>Team Building</b>                    |   |

***For further information on pricing, scheduling and registration, please contact us at [ccslc@ccs-dc.org](mailto:ccslc@ccs-dc.org)***