



Training Manual *for* Career Coaches
Certified Evidence-Based Associate (CEBA)

Masterclass

~ A Career in Human Services ~

Mentorship Program + Evidence-Based Human Services Certification

Purpose - To support 1-on-1 and group mentoring for young adults in determining their way forward. This program will ensure that support and services delivered to participants are evidence-based, trauma-informed and serve to move attention toward future success.

Goals - The goals of this program are to apply evidence-based motivational interviewing and trauma-informed approaches to;

1. Work with mentees to acquire knowledge and learn skills for making progress beyond their traumatic past.
2. Provide guidance to help the young adult explore available options and make some decisions around career opportunities to consider within the Human Services field.
3. Inform and guide the training and certification program of CEBA (Certified Evidence Based Associate) and mentor through the MI (Motivational Interviewing) credential.
4. Communicate and draft next steps in the Human Services career pathway.

Program Cycle - The length of the mentoring relationship is a minimum of 5 individual and group sessions spread out over 90-180 days.

- **Session-1:** Initial meeting to assess, explore options, set expectations, and introduce journaling exercises.
- **Session-2:** Help the young adult learn to use journaling to determine a way forward, make some decisions, and set career goals.
- **Session-3:** Solidify career goals, refer to chosen career coordinator. If human services, prep the mentee to take the online human services certification masterclass Evidence-Based Associate program. Agree on a timeline to complete the certification.
- **Session-4:** Having completed the training, debrief with the mentee on next steps, assist in answering any MI, or Trauma-Informed-Care questions, job finding, and working toward a soft "hand-off."
- **Session-5:** Wrap-up and ensure hand-off successful. Leave the door open should the mentee want to reconnect.

Mentees who choose human services as their career future will be invited to enter the Human Services Certified Evidence-Based Associate program (CEBA). CEBA provides basic education and a certification for entry level opportunities in the human services field.

See reverse page for information about the Certification Program.

**Certification Program - Certified Evidence-Based Associate (CEBA)
Introduction to A Career in Human Services**

Target Audience - Young adults aged 16 to 24 years.

Description - Earning a certification has been known to help individuals enter and advance their careers. The **Certified Evidence-Based Associate (CEBA)** program is a structured curriculum of training and self-study credentialing procedure established by the Society for Evidence-Based Professionals to prepare individuals for a career in evidence-based human services. It explores the entry level knowledge and skills needed to work in its various domains of practice, such as child welfare, mental health, developmentally disabled, child-care, aging, corrections, alcohol and other drug abuse.

Delivery Format & Curriculum - The program is delivered as a self-paced online masterclass that includes 10 lesson modules, self-care exercises, 10 quizzes, a final exam, and an in-person group closeout review session and graduation. The masterclass includes self-care exercises to encourage user mindfulness.

Training Outcomes - Successful completion of the certification will indicate that the participant has achieved:

- An Understanding of the Various Human Services Careers
- An Understanding of Evidenced Based Practice as Part of Service Delivery and Intervention Strategies
- An Understanding of Motivational Interviewing Skills and its use in Service Delivery
- An Understanding of Trauma Informed practice for consumers, service delivery agencies, communities, and management of self
- A Review of the Values and Attitudes that are at the Foundation of a Career in Human Services
- A Review of the Knowledge, and Skills Necessary to Support of Consumer's seeking services
- A Review of the Meaning and Practice of Cultural Humility
- A Review of Evidence Based and Trauma Informed Intervention and Interviewing Strategies
- A Review of Social Work Ethics and response to Ethical Dilemmas that may present themselves in the workplace
- Certification as an Evidence-Based Associate (CEBA) in Human Services

See reverse page for information about the Mentorship Program.




Welcome to the Human Services Profession

MODULE 1: INTRODUCTION AND OVERVIEW

JUNE FISHER, LSW
JOYFIELDS INSTITUTE

1



Module 1: Introduction and Overview


Module Outcomes:

- Define **Certified Evidenced-Based Associate (CEBA)**
- Introduce the format of this self-paced certification
- Review the 10 modules and their outcomes
- Identify areas of support you can access while completing the certification
- Complete a self-care and trauma management plan

2

Evidenced-Based Associate Certification (EBAC)

The *Evidence-Based Associate Certification (EBAC)* is a structured curriculum of training and self-study credentialing procedure established to prepare individuals for a career in human, social and justice services. It also aids in the recruitment and retention of skilled and talented staff members who become part of a nationwide network of professionals devoted to improving their effectiveness and enhancing the performance of their agencies and organizations.



3



Certification Structure

1. Register for the course, COMPLETED as you are here!
2. Complete a PRE-certification review questionnaire
3. Complete each module: NOTE, support staff are available as needed.
 - a. Review Content, videos and testimonials
 - b. Successfully complete the questions within each module
4. Complete the next module in the series
5. Complete a POST-course certification exam
6. Brief live Faculty Debrief Session – in-person or on-line
7. Receive certification certificate


4

Certification

Candidates who complete the requirements are recognized as having earned their Evidence-Based Associate Certification (CEBA)

Candidates are recognized in our community of evidence-based professionals online on the EBP Society (ebpsociety.org) website.

5

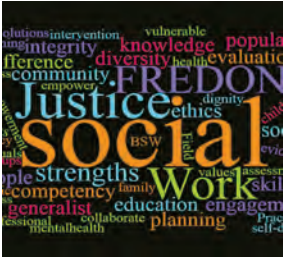


Module 2: A Career in Human Services

Module Outcomes:

- Identify the role of an entry level Human Services Professional
- Review the various types of employment in Human Services

6

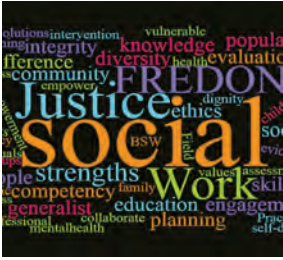


**Module 3:
The Changing Nature of
Helping Process**

Module Outcomes:

- Review the definition and components of strength-based practice
- Review the definition of evidenced based practice
- Review types of evidenced based practice

7

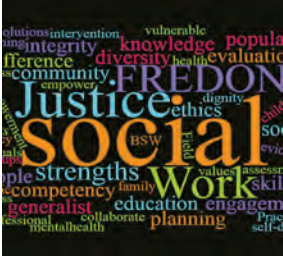


**Module 4:
Brain Development and Trauma
Informed Practice**

Module Outcomes:

- Review human brain development and the impact of positive and adverse (traumatic) experiences
- Review trauma informed organizations and trauma informed practitioner
- Review the meaning of vicarious trauma

8




**Module 5: Values, Attitudes and
Ethics that are at the Foundation
of a Career in Human Services**

Module Outcomes:

- Review the role of an entry level Human Services Professional
- Review the advanced role of a professional social worker
- Review the values and attitudes necessary to provide professional social services
- Be introduced to the ethics of a Human Services Professional
- Be introduced to the National Association of Social Workers Code of Ethics

9

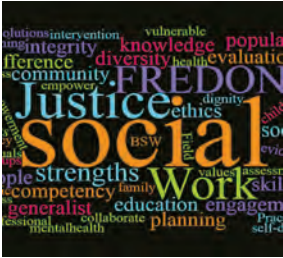


**Module 6:
The Meaning and Practice of
Cultural Humility**

Module Outcomes:

- Define culture, race and ethnicity
- Identify your primary and subcultures
- Define cultural humility and review the core components of practicing cultural humility
- Identify the difference between implicit bias conscious bias

10




**Module 7:
Knowledge and Skills Necessary to
Support Clients Seeking Services**

Module Outcomes:

- Review key skills of a human services professional
- Review knowledge needed as a human services professional
- Review professionalism in the work-place
- Review the importance of "managing-self" and the impact of vicarious trauma
- Review how a professional need to manage "self" in order to provide quality services
- Review critical skills to manage exposure to vicarious trauma

11




**Module 8:
Motivational Interviewing:
An Evidenced Based and Trauma
Informed Intervention and
Interviewing Strategy**

Module Outcomes:

- Review components of the "client interview"
- Review the values of the interviewing technique Motivational Interviewing (MI)
- Review core components of Motivational Interviewing (MI)
- Respond to scenarios using Motivational Interviewing (MI) skills

12




Module 9:
Responding to Ethical Dilemmas

Module Outcomes:

- Explore "ethics" and ethical dilemmas
- Review effective ethical decision making process.
- Apply the ethical decision making process to ethical dilemmas

13



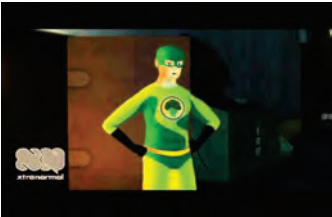
Module 10:
Completing Certification as an Evidenced-Based Associate (EBAC)

Module Outcomes:

- Complete the Post-Assessment as part of the certification process
- Receive your certification certificate

14

Video Review: Vicarious Trauma



YouTube link: <https://youtu.be/K-aAQLM5oSY>

15

Self-Care

One of the best ways to help manage “on the job trauma” or vicarious trauma is called “**self-care**”. Self-care will need to be done on a regular, even a daily basis as it can help so much. We will explore what self-care means and some ways to practice it on a regular or daily basis to help you.

16

Self-Care

- **Defined:** anything (healthy) that brings you joy, fun, and/or relaxation in life
- **Examples:** music, movies/TV, personal care and hygiene, exercise/movement, journal, socialize, hobbies, sports, eating well, staying hydrated, animals/pets, art, nature, *meditation/mindfulness*, travel, spiritual practices, things/plans to look forward to, time with family/friends, reading, games, etc.

17

Developing a Self-Care Plan



- **Plan:** develop a personalized self-care list (25-50 things) to look at often and do: <https://www.developgoodhabits.com/self-care-ideas/>
- **Reflect:**
 - What does self-care look like for you?
 - How often/frequency is it needed for you (daily, weekly, monthly)?

18

Personalized Self-Care Plan

Take time to complete your personal self-care plan. This is a plan you can use throughout the course and your entire professional career


I Will: Action	When	Weekly Review Outcome Adjust and Monitor
Take conscious deep breaths	In between interactions or when I notice I have a lot of emotions stirring	
Drink and eat for brain and body energy	Put in a draft schedule:	
Ask for support	When I am getting overwhelmed or have a question	
	At the end of the day	
	As needed	

19

Areas of Support

Your agency staff and support team

Your safe support network, please identify 3 sources you can contact if you need to process information



20

Now, take a few minutes to write down or type 3-5 things that help to bring you joy, fun, and/or relaxation in your life.

- Try not to over-think!
- Anything counts, even things or events to look forward to or that you used to enjoy

21

LEARNING PLATFORM SCREEN SHOTS GUIDE

Screen Shots Guide

➔ TAKE THE 90-DAY



Home

Membership

Certification

EBPSOCIETY
Evidence-Based Community

Blog

Events

About

Associate

Mentorship

Practitioner

Leadership

MENTORSHIP (CM) DAYS" SIGN UP NOW!!!




Evidence-Based Professionals Society

Find Your Path
To Evidence-




Evidence-Based Associate Certification Masterclass

 **Level:** Beginner

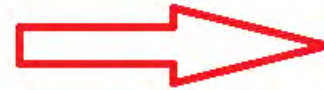
 **Duration:**

 **Certificate:**

 **Price:** \$ 250.00

 **Lesson Release:** All at once


Finish all lessons and pass quizzes with an average of 70%



 [Take This Course](#)

 [Description](#)

 [Contents](#)

 [Teacher](#)

 [Requirements](#)

 [Price](#)

~ Select [Contents](#) tab above to access. Not enrolled? [Enroll Now](#) to proceed ~

Self-Care Form

I Will: Action	When	Weekly Review Outcome Adjust and Monitor
Take conscious deep breaths	In between interactions or when I notice I have a lot of emotions stirring	
Drink and eat for brain and body energy	Put in a draft schedule:	
Ask for support	When I am getting overwhelmed or have a question	
	At the end of the day	
	As needed	

Questions?

FAQ: ebpsociety.org/certifications#ceba

Email: info@ebphub.com

Call 770-409-8780