



# National Church Residences UNIVERSITY

## 2017 HOUSING EDUCATION REQUIREMENTS SERVICE COORDINATION

What courses should I take and how long do I have to complete them? These are common questions our students have and it is our hope this document can answer these questions. If you need further assistance please contact your supervisor for guidance.

<b>Pre-Requisites</b>	
Timeline: Within first 30 days of employment	
	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Privacy Act &amp; Security Awareness</li> <li>• Cyber Awareness Training</li> <li>• HR Compliance Program (Supervisory Staff Only)</li> </ul>
<b>Service Coordination Fundamentals</b>	
Timeline: Within first 90 days of employment	
	<ul style="list-style-type: none"> <li>• From Day 1: An Introduction</li> <li>• Documentation 101</li> <li>• Tracking Data</li> <li>• Property Manager and Service Coordinator: A Winning Team</li> <li>• Adult Protective Services: What You Need To Know</li> <li>• Building Professional Relationships</li> <li>• Ethics</li> </ul>
<b>Risk Control</b>	
Timeline: Within first 90 days of employment	
	<ul style="list-style-type: none"> <li>• OSHA</li> <li>• Driving Safely</li> <li>• Fire Safety</li> <li>• House Rules</li> <li>• Insurance 101</li> <li>• Ladder Safety</li> <li>• Safety Self-Inspections</li> <li>• Slip and Fall Prevention</li> </ul>
<b>Service Coordination Enrichments</b>	
Timeline: Within 180 days of enrollment	
	<ul style="list-style-type: none"> <li>• Transformational Interviewing</li> </ul>

<b>Care Transitions</b>	
<b>Webinars</b>	
Timeline: Within first 6 months of employment	
	<ul style="list-style-type: none"> <li>• Care Transitions</li> <li>• Transforming Caring</li> <li>• Chronic Disease Self-Management</li> <li>• New titles will be added Spring 2017</li> </ul>

<b>Career Development Electives</b>	
Additional online modules or further education as part of an ongoing career development plan	