



**Douglas College**

FACULTY OF CHILD, FAMILY AND  
COMMUNITY STUDIES

# **YOUTH JUSTICE WORKER DIPLOMA PROGRAM**

## **Prospective Student Information Handbook**

Updated December 2009

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**Douglas College**

***“The Youth Justice Worker Program gave me the practical skill set I required to begin a career working with at-risk youth. The curriculum gave me insight into myself that allowed me to effectively work within the field. Today I am an Intensive Support and Supervision Program worker. I work with multi-barriered youth on probation who need help to access education, work, and community resources and who require assistance to reintegrate back into the community. My training was directly applicable to the work that I do, and I am eager to continue on with education to take advantage of the opportunities within Youth Justice.”***

***Matt Hamilton, 2007 YJWD Graduate***

Thank you for your interest in the Youth Justice Worker Diploma Program. We look forward to seeing you and having you become a part of this exciting, enriching, and rewarding experience. This program is a unique offering in British Columbia that prepares graduates to work with youth in conflict with the law in a variety of settings. The program courses integrate theory with practical skills aimed at preparing the graduate to effectively assist youth in the justice system. The two-year program blends the expertise of faculty in the College’s Child and Youth Care Counselling Diploma, Youth Justice Worker Diploma and Criminology Programs. Students develop a realistic awareness of professional roles, learn about the theories regarding different behaviours, and learn the policy requirements, legal issues, and skills to work in the youth justice system. Two practica round out the educational experience, giving students the hands-on practice they need in conjunction with their academic courses.

Graduates of our program have quickly found employment in a wide range of careers working with youth and the law. Specialties span community, policing, and Crown based settings: Restorative Justice, youth crime prevention, substance-abuse treatment, youth support, Aboriginal Youth services, youth custody, court-ordered programs, anti-bullying programs and others. Moreover, once your diploma is completed, you may also apply the Bachelor of Arts in Child and Youth Care Counsellor (BA CYC) degree at Douglas College with minimal upgrading or bridging.

Again, we thank you for your interest in the Youth Justice Worker Diploma Program and look forward to meeting you and embarking on this unique and exciting learning experience with you. If you have any other questions, please contact:

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### A Quick Checklist for YJWD Applicants

In order to be accepted into the YJW Program you must follow the admissions procedure. It is important that you follow through on each step. If at any point you have questions please contact either our program technician or a program coordinator. As a program we want to do everything possible to ensure that you are able to proceed with your application as smoothly as possible. It helps to remember that while you are part of a small group pursuing entry into the YJW Program, you are also one of thousands of applicants being processed for entry into Douglas College each semester. For some of the process you simply have to satisfy the demands of a largely computer driven system. That system is not satisfied until it gets the response from you that it requires. Be sure to understand what you are being asked for and respond as quickly as possible. The system doesn't know what a wonderful person you are and how much you want this; it only knows whether you have met all the requirements or not.

**Please note that it can take many months to meet all your requirements so we encourage you to apply early.**

<p><b>Step One:</b> You need to apply to the program <b>by April 1<sup>st</sup></b>. It is best to apply as early as possible, as seats are offered based on meeting all the admission requirements and an applicant ranking selection process.</p> <p><b>*Applicants must be 19 years of age by October 31<sup>st</sup>.</b></p>	
<p><b>Step Two:</b> You need to complete 60 hours of paid or volunteer work in a Youth or Justice setting. The person who supervised you must fill out an <b>Eligibility</b> form and send it to the Office of the Registrar. <b>NOTE:</b> Your hours don't have to be completed before you apply to the program, but they must be finished by the deadline assigned by the Admissions Officer.</p>	
<p><b>Step Three:</b> To ensure that your reading, writing and listening skills are good enough for you to have a successful learning experience as a student, there is an English Language Entrance Requirement. To find out if you are exempt, check the College web site or calendar <a href="http://www.douglascollege.ca/calendar/programs/pcfcsnp.html">http://www.douglascollege.ca/calendar/programs/pcfcsnp.html</a>. If your assessment results indicate it, you may be required to take an upgrading course(s) before you can enter the program.</p>	
<p><b>Step Four:</b> You must attend the Selection/Orientation process which will be held in April. This means coming to the College for a Friday evening and all of the following Saturday. Seats will be offered based on the results of the Selection Process. A Douglas College <b>Informed Medical Suitability Declaration</b> form to be filled out at the Selection/Orientation.</p>	

When you **are offered a seat** in the program, you will need to submit the following to the Office of the Registrar by the **appointed deadline**:

<p>A <b>Criminal Records Search</b>. This form will be sent to you by the College. You must take it to your local police department for processing. It will cost between \$35.00 and \$60.00.</p>	
<p>A tuition deposit.</p>	

## INTRODUCTION

Welcome. This handbook will provide you with information about the Youth Justice Worker Diploma (YJWD) Program. This information is designed to give you an overview of the diploma and to answer your questions regarding the YJWD program. It outlines the options that are available to you and the procedures to apply for the program.

Additional information can be found in the College Calendar. The Calendar not only tells you about the courses that are available at the college, it describes the college's support services, fees, student responsibility, faculty responsibility, and the important dates in each semester. You can find the Calendar online at <http://www.douglas.bc.ca/calendar.html>

This handbook is not intended to replace any other college documents. It is simply to provide you with as much relevant information as possible.

### *ADMISSION REQUIREMENTS TO YJWD*

1. The minimum age to admission into YJWD is 19 years by October 31.
2. Each applicant must meet the English Language requirements. Applicants will be required to complete the CFCS English Language Assessment before entering the YJWD program. Some exemptions apply. Please see <http://www.douglas.bc.ca/calendar/programs/pcfcspn.html> for further details.
3. Each applicant must successfully complete 60 volunteer hours in a YJW setting.
4. Each applicant must successfully participate in a formal orientation and selection process. Each Spring applicants will be invited to a selection week-end. Over the course of Friday evening and Saturday the applicant's suitability will be assessed based on emotional and physical health, team-work, education and life experience.
5. Each applicant must complete a Medical Declaration form, indicating a satisfactory level of physical and emotional health.
6. This program requires students to train in an environment that demands individuals to provide proof of a satisfactory, current Criminal Record Search (CRS), for the protection of clients. Each applicant must complete a current Criminal Record Search. Douglas College will provide you with a form to complete the CRS at the appropriate time. The Registrar will review any CRS forms returned with a notation of a criminal record. In these cases, final determination of admission rests with the Registrar. The costs related to CRS are the responsibility of the applicant. The process of completing a Criminal Record Search takes a couple of weeks if you do not have a criminal record. If you have a criminal history, or even if you have the same name as someone who does, you may be required to submit a second form that includes your fingerprints. This form is then sent to Ottawa for processing. This process takes eight to twelve weeks to complete. **In order to ensure that your Criminal Record Search is completed in time for entry into the program we strongly advise you start the process as soon as you receive the CRS form from the college.**

## RECOMMENDED VOLUNTEER/WORK EXPERIENCE

A minimum of 60 hours of supervised volunteer experience is mandatory to apply to the Youth Justice Worker Diploma Program. Volunteer/work experience may be acquired in recognized residential, school or community settings. The volunteer/work experience must be direct work with youth. Upon completion of your volunteer work, your supervisor will complete an "Eligibility" form (See Appendix A).

### **Preferred Experience:**

Work with clients who are experiencing behavioural, social and/or emotional difficulties which have resulted in their involvement with the justice system.

### ***May Also Be Accepted:***

- Work with adults in a justice setting
- Work in a social service setting

### *TYPES OF VOLUNTEER SETTINGS*

#### Residential

- Open or secure custody centre
- Half-way house
- Alcohol or drug treatment centre
- Group home, crisis shelter

#### Schools

- Alternate
- Social Adjustment Classes

#### Community

- Community Centres
- Boys and Girls Clubs
- Community police programs
- Community corrections programs
- Restorative justice programs
- Family court counselling
- Victim services units
- Diversion programs

Applicants can obtain listings of programs from the Directory of Social Services (Red Book). The Red Book is available on-line and in most libraries. Volunteer Bureaus are also good sources to locate sites to complete your volunteer hours.

Volunteer experiences that will **NOT** meet the entry requirements for the Youth Justice Worker Diploma Program include:

- Unsupervised experience
- Work with members of one's own family
- Babysitting or nanny experience
- "Crisis Line" telephone counselling

## **STUDENT RESPONSIBILITIES**

As a student in the YJWD program you are training for a position in the workplace. The expectations of the workplace are also the expectations of the program. Punctuality, accountability, and respect, are the basic components of a good work experience and a good academic experience.

Courses in the YJWD Program are different from University Transfer courses that you may have taken in the past. In a typical University Transfer course attendance is optional. In YJWD Program courses much of the learning is based on interaction with your instructors and your classmates. Your participation is required for your learning and your classmates learning. Therefore your full attendance is expected.

### *REGISTRATION*

The registration system at Douglas College is an online process.

### *YJWD COURSES*

Each three credit daytime course is a total of forty five to sixty hours long. Some classes will be held twice each week with each class being two hours long, some will be twice a week in a three hour block, and others will be once a week in a four hour block. (During practicum semester, some courses will be twice a week in a three hour block).

### *PRACTICUM*

There are two practica in the Youth Justice Program. The first is at the end of the first semester and the second is at the end of the fourth semester. They are supervised by an experienced practitioner on site, as well as, by a Douglas College faculty member. A practicum is a work placement in an appropriate setting that gives you the opportunity to practice the skills you've learned in the program and get hands-on experience before you graduate.

### *TRANSFER CREDIT*

If you have completed some Criminology University Transfer (UT) courses before entering the YJWD program you can use them as long as they are the same criminology classes required for the diploma. All criminology courses that you have taken at Douglas College will be on your transcript. However, if you took them at another institution you will need to transfer the credits to Douglas College.

The same is true if you have taken a course that is equivalent to the Communications course, CMNS 1115 Practical Writing or the English course, ENGL 1130 Academic Writing. Please refer to Transfer Credit on the Calendar <http://www.douglas.bc.ca/calendar/geninfo.html>

## YOUTH JUSTICE WORKER DIPLOMA PROGRAM

### FIRST SEMESTER

As a full-time student you will be taking five courses. The first semester courses are:

YJWD 1100	Personal and Professional Issues For The Youth Justice Worker	3 credits
CRIM 1100	Introduction to the Criminal Justice	3 credits
YJWD 1200	Behavioural Intervention Strategies For The Youth Justice Worker	1.5 credits
YJWD 1220	Counselling Child and Youth	3 credits
YJWD 1240	Youth Justice Worker – Practicum I	<u>4.5 credits</u> 15 credits

### SECOND SEMESTER

CFCS 1130	Change and Development Lifespan	3 credits
CRIM 1150	Introduction to Criminology	3 credits
CRIM 1160	The Canadian Legal System	3 credits
CRIM 1170	Introduction to Corrections	<u>3 credits</u> 12 credits
ENGL 1130	Academic Writing (see calendar for pre-requisites)	3 credits
<b>OR</b>		
CMNS 1110	Workplace Writing for CFCS (see calendar for pre-requisites)	3 credits
<b>OR</b>		
CMNS 1115	Practical Writing (see calendar for pre-requisites)	<u>3 credits</u> 15 credits

*A practicum is your opportunity to apply your learning in a real world situation. It is also an excellent opportunity to make contacts in the Youth Justice Worker field. Many YJW graduates find employment either at practicum sites or through contacts from practicum sites.*

### THIRD SEMESTER

YJWD 2460	Community Practice: Abuse	3 credits
CRIM 2253	Youth, Crime and Law	3 credits
CRIM 2260	Criminal Law	3 credits
YJWD 2300	Group Dynamics and Activity Planning For the Youth Justice Worker	3 credits
YJWD 2463	Community Practice: Mental Health	<u>3 credits</u> 15 credits

### FOURTH SEMESTER

CFCS 1260	Community Practice: Addictions	3 credits
CFCS 2333	Change and Development: Family	3 credits
CRIM 2251	Psychological Explanations of Criminal Behaviour	3 credits
YJW 2340	Youth Justice Worker: Practicum II	<u>6 credits</u> 15 credits

**Total credits for diploma is 60 credits.**

At this time we do not have a part-time option in the Youth Justice Worker Program. If you are concerned about taking a full course load, or want to prepare yourself for your academic courses, you might want to consider taking your English and/or some of the Criminology courses that are part of the YJWD Program ahead of time. Having one or two fewer courses in a semester may allow you more time and energy for the courses you are taking or allow you time for work, family or actually having a life outside of school.

Thank you for your consideration and interest in the YJWD diploma program. If you have further questions please attend one of the **Monthly Information Sessions**.

### YOUTH JUSTICE WORKER DIPLOMA INFORMATION SESSIONS

Free information sessions for Youth Justice Worker Diploma Program are held throughout the year. The schedule for information sessions is available on-line at the Douglas College website <http://www.douglas.bc.ca/home.html> Click on the link "Attend an Information Session". You can also contact the Registrar's Office at 604-527-5478 for dates and times.

### DEPARTMENT CONTACT NUMBERS

Tara Chang, Coordinator for YJWD Diploma Program	<a href="mailto:changt@douglas.bc.ca">changt@douglas.bc.ca</a> 604-527-5597
Doug Estergaard, Coordinator for YJWD Diploma Program	<a href="mailto:estergaardd@douglas.bc.ca">estergaardd@douglas.bc.ca</a> 604-527-5536
Meagan Harris, YJWD Instructional Facilitator	<a href="mailto:harrism@douglas.bc.ca">harrism@douglas.bc.ca</a> 604-527-5677

### USEFUL COLLEGE PHONE NUMBERS

CFCS OFFICE	604-527-5484	ROOM 2826
CFCS FAX	604-527-5426	
STUDENT SERVICES	604-527-5486	ROOM 4600
CENTRE FOR STUDENTS WITH DISABILITIES	604-527-5486 TTY 604-527-5450	
FINANCIAL AID	604-527-5487	2740
STUDENT SOCIETY	604-527-5113	STUDENT UNION BUILDING
STUDENT OMBUDSPERSON	604-527-5016	STUDENT UNION BUILDING
WOMEN'S CENTRE	604-5148	ROOM 2840

**APPENDIX A**

**YJWD Volunteer/Work Experience in the Youth Care or Justice Fields Form**

(To be completed by the person who supervised your volunteer/work experience.)



**Douglas College**

**ELIGIBILITY FOR YOUTH JUSTICE DIPLOMA PROGRAM**

**Volunteer/Work Experience in the Youth Care or Justice Fields**

The Youth Justice Diploma Program trains adults to work with children and adolescents who are experiencing emotional and behavioral difficulties which have resulted in their involvement with the Youth Justice System.

Graduates are employed in residential, school and community settings.

One entry requirement of the Youth Justice Diploma Program is that applicants complete 60 hours of volunteer or paid experience in a Youth or Justice setting, prior to entry into the program. Please complete the following form.

Name of Applicant \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Student Number \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

Agency Phone \_\_\_\_\_

Supervising Person \_\_\_\_\_

NAME

TITLE

Number of hours of volunteer or work completed by applicant \_\_\_\_\_

Nature of volunteer or paid work

Did the volunteer/worker arrive regularly as scheduled?

Was the volunteer/worker reliable?

Please describe the quality and extent of interactions with clients

**ELIGIBILITY FOR YOUTH JUSTICE WORKER DIPLOMA PROGRAM**

Please describe the quality and extent of interactions with staff.

What would you identify as the volunteer/worker's particular strengths?

Did you perceive any particular areas of difficulty? (Please specify.)

**ELIGIBILITY FOR YOUTH JUSTICE WORKER DIPLOMA PROGRAM**

In your professional opinion, is this applicant ready for training as a Youth Justice Worker?  
Please state the reasons for your opinion.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISING PERSON

**PLEASE MAIL DIRECTLY TO THE REGISTRAR, DOUGLAS COLLEGE**

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For College use only (please do not complete)

Date Received \_\_\_\_\_

Does applicant meet eligibility criteria? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant has been:

Phoned \_\_\_\_\_ Written \_\_\_\_\_ Interviewed \_\_\_\_\_

Comments

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_