

BTS - Services et prestations des secteurs sanitaire et social

HEALTH AND SOCIAL SERVICES

The holder of this certificate participates in the accomplishment of the missions devolved to the establishments and social services, sanitary, medico-social, socio-educational. It works closely with health professionals, social workers and institutional partners. It is part of a network approach to its activities. It places its technical, administrative and relational skills at the service of the public seeking care, services and social benefits.

The holder of the diploma practises in various structures: mutual societies, structures of care, centers of social action, services of protection of the youth, institutions medico-social, enterprises of assistance to the person... A privileged contact for the user, he analyses his needs, offers him appropriate services and ensures the management of his file. Whether he acts as a consulting manager, medical assistant or social action advisor, he plays a key role in the smooth running of the structure that employs him by participating in administrative and accounting management, the quality approach and team leadership.

- Duration of training: 2 years
- 28 weeks of school education with a student schedule of 30 hours per week
- European Qualifications Framework : level 5
- The training includes 16 weeks of internship

Jobs prepared by the training / Sector of activity

Consulting manager in social protection organisations, sector manager in charge of home care, coordinator of social activities, assistant to the delegates to the tutelage, coordinator of secretariats of medical services and reception, medical assistant in cancer control centres, social action adviser in complementary social protection organisations.



Skills acquired during training

- Knowledge of Institutions and Networks: Political, legal, financial and administrative framework of institutions and networks. Health and social policies. Area of competence and modes of operation.
- Knowledge of the socio-demographic context. Elements of social psychology. Dynamic links between audiences and institutions.
- Learning about benefits and services: Diversity of health and social benefits and services. Entitlement to benefits. Provision of services.
- Knowledge of professional information and communication techniques: Theories and models of communication. Ethics and ethics. Communication techniques. Health and social sector information and communication systems.
- Understanding labour relations and human resources management: collective and individual labour relations.
- Knowledge of administrative and financial management techniques: Records management. Technique for collecting, processing and storing information. Financial accounting.
- Use of Health and Social Sector Methodologies.