

Course name	Management theory of Social Services
Course Number	CE31551
Credits	2.0
Year	2・3
Term, Weekday and Period	Spr AB Thu 5,6
Instructor	Toru MORICHI
Course overview	The course will enable students to learn about the organizations and associations related to welfare services (social welfare corporation, medical corporation, NPO corporation, civil society organizations, community associations, etc.). They will learn basic theory of welfare service organization and its operations, as well as the management and actual situation of service providers.
Remarks	The course is specified as a prerequisite subject for the examination of national certified social worker. The course is equivalent to CE31331 in FY2012 or earlier.
Teaching method	Lecture
Attainment target	1) Students will be able to understand the organizations and associations involved in social welfare services of Japan and obtain basic theory regarding the organization and management of welfare services. 2) Students will be able to understand the actual situation and management methods of welfare service organizations.
Teaching schedule	1. Organizations and associations involved in the welfare services Day 1: The social welfare corporation system (definition, role, taxation, actual situation, etc.) Day 2: Specified non-profit organizations (NPO) (definition, role, taxation system, actual situation, etc.) Day 3: Other organizations and associations (medical corporation, public corporation, profit corporation, civil society organizations, community associations, etc.) 2. Basic theory relating to the organization and management of welfare services Day 5: Basic theory relating to organization Day 6: Basic theory relating to management Day 7: Basic theory relating to administrative operation Day 8: Basic theory relating to group dynamics Day 9: Basic theory relating to leadership 3. Management and actual situation of welfare service providers Day 10: The role of the council Day 11: Financial resources (self-funding, donations, grants, nursing care fees, etc.) Day 12: Compliance and governance of welfare service providers Day 13: Training and securing human resources in welfare service providers (Basic guidelines for securing persons engaged in social welfare program, and other) Day 14: Actual management of welfare service providers (understanding of the financial statements, etc.) 4. Methods and actual administrative operation in welfare services Days 15-16: Securing appropriate service system (Supervision system, service management, team approach, complaint handling, the method of risk management, etc.) Days 17-18: Development of comfortable working environment (Career path, OJT and OFF-JT, childcare and nursing care leave, mental health care measures, etc.) Days 19-20. Actual administrative operation in welfare services and summary
Course conditions	
Evaluation	Comprehensive evaluation based on the results of attendance record and reporting assignment
Homework	
Text Book	
Reference	
Office hours	
Expectation for student	Students are requested to prepare for and review the class to enhance their understanding.
Keywords	