

COUNSELOR COMPETENCIES

ACBHC (Counselor Technician, Counselor I, Counselor II, & Clinical Supervisor)

NOTE: *The following material on substance abuse counselor competency has been developed from The Northwest Frontier Addiction Technology Transfer Center (attc), 'Performance Assessment Rubrics for the Addiction Counseling Competencies'. The Northwest Frontier attc used the Center for Substance Abuse Treatment (CSAT) Technical Assistance Publication No. 21 (TAP 21), 'Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice', as a basis for the performance rubrics.*

Introduction: The counselor competencies, as presented, are based on the concept of two categorical areas being needed for competent counselor development. The two primary categories are 1st a knowledge and skill foundation, and 2nd the development of individual counselor professional practice capacity. The two categories are briefly outlined below:

- I. Transdisciplinary Foundations: considered to be prerequisite to the development of discipline specific skills. The four foundation areas are:
 - I. Understanding Addiction: basic knowledge of substance use disorders,
 - II. Treatment Knowledge: treatment and recovery models, to included knowledge of Alaska Native traditional health and healing when appropriate,
 - III. Application to Practice: how to apply treatment knowledge to practice, and
 - IV. Professional Readiness: issues related to self-awareness, appreciation of diversity, ethics, and continuing education.

- II. Practice Dimensions: specific skill areas needed for the provision of effective treatment services for individuals, families, and significant others. The eight essential dimensions are:
 - I. Clinical Evaluation – Screening & Assessment
 - II. Treatment Planning
 - III. Referral
 - IV. Service Coordination – Implementing the Treatment Plan, Consulting, Continuing Assessment & Treatment Planning
 - V. Counseling – Individual, Group Families, Couples and Significant Others,
 - VI. Client, Family, and Community Education
 - VII. Documentation
 - VIII. Professional and Ethical Responsibilities.

Included with the categories (Foundations & Practice Dimensions) are specific knowledge and skill competencies for Counselor Technician, Counselor I, Counselor II, and Clinical Supervisor which are the current levels of counselor certification in Alaska. As a part of each level, there are performance level expectations, which some

employing agencies and /or organizations may find helpful in developing position descriptions and in doing employee performance evaluations. The following are brief general descriptions of the Counselor Technical, Counselor I, Counselor II, and Clinical Supervisor. Counselor descriptions are taken from the “Performance Assessment Rubrics for the Addiction Counseling Competencies” April 2011 2nd Edition:

Counselor Technician: Implies a limited or early understanding of the multiple factors involved in substance use disorders and the evidence-based interventions, treatment tools, and recovery models. These individuals may be students, counselor trainees or entry-level counselors who are not yet eligible for full credentials. They have limited or no experience in providing assessment, intervention, and recovery services.

Counselor I: Describes an intermediate level of expertise short of full proficiency in the practice. It includes being able to perform the basics with oversight provided by a credentialed supervisor. The individual’s practice is limited and not independent. While the work performed is consistent with agency and protocol standards, the practitioner lacks the experience to make independent decisions regarding needed modifications in service delivery to meet consumer needs.

Counselor II: Integrates knowledge, skills, and attitudes with consistency and effectiveness in a variety of counseling interactions. The individual has achieved an ability to provide fully proficient services within the competency in question and demonstrates consistent sound judgment in clinical situations. These counselors have the capacity to make independent decisions and are eligible for, or have achieved, the necessary credentials and/or qualifications for professional practice.

Clinical Supervisor: Typically achieved as a result of several years of study and practice in clinical settings, either generalist or specialist. The individual is often a clinical or academic leader who continuously reviews client services and the professional literature to assure a state-of-the-science understanding of substance use disorders and available recovery-oriented services. Individuals at this level are able to synthesize current knowledge to develop new tools or activities for understanding and improving treatment of substance use disorders.

A. Knowledge and Skills for Competency Development:

I. Understanding Addiction	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 1: Understand a variety of models and theories of addiction and other problems related to substance use.	Identifies a variety of models and theories of addiction and other problems related to substance use.	Discusses a variety of models and theories of addiction and other problems related to substance use.	Applies knowledge of models and theories of addiction and other substance related problems to clinical practice.	Uses knowledge of a variety of models and theories of addiction and other substance related problems to design interventions and resolve issues in clinical settings.
Competency 2: Recognize the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments.	Recognizes a variety of contexts within which addiction and substance abuse exist.	Appreciates the variety of contexts in which addiction and substance abuse occur, including factors that characterize individuals and groups and their living environments.	Demonstrates sensitivity and utilizes knowledge of contextual variables in the planning and delivery of addiction services.	Fully integrates knowledge of the contextual variables into treatment planning, service delivery and problem solving.
Competency 3:	Recognizes a variety of contexts within which	Appreciates the variety of contexts in which addiction	Demonstrates sensitivity and utilizes knowledge of	Fully integrates knowledge of the contextual variables

I. Understanding Addiction	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the person using and significant others.	addiction and substance abuse exist.	and substance abuse occur, including factors that characterize individuals and groups and their living environments	contextual variables in the planning and delivery of addiction services.	into treatment planning, service delivery and problem solving.
Competency 4: Recognize the potential for substance use disorders to mimic a variety of medical and mental health conditions and the potential for medical and mental health conditions to coexist with addiction and substance abuse.	Has a beginning knowledge that substance use disorders have the potential to mimic a variety of medical and mental health disorders.	Recognizes the symptoms and understands the potential for substance use disorders to coexist with mental health and medical conditions.	Recognizes and differentiates substance use disorders from other medical or mental health conditions without judgment.	Accurately assesses co-occurring health, mental and substance use disorders, and plans integrated treatment services.

II. Treatment Knowledge:	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 5: Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.	Identifies the philosophies, practices, policies, and outcomes of the most generally accepted therapeutic models.	Discusses the most generally accepted and scientifically supported models of care for addiction and other substance related problems.	Utilizes with fidelity a limited number of accepted and researched-based models of care for substance use disorders.	Adapts to a variety of models of care including new evidence-based approaches in individualizing the care for substance use disorders.
Competency 6: Recognize the importance of family, social networks, and community systems in the treatment and recovery process.	Appreciates the importance of addressing family, social networks, and community systems in the treatment and recovery process.	Describes the importance of incorporating family and social networks in planning for recovery oriented services from substance use disorders.	Includes relevant family members, social networks, and community system in recovery planning.	Integrates family and social networks into individualized recovery plans on a routine basis.
Competency 7: Understand the importance of research and outcome data and their application in clinical practice.	Is aware of scientific research and its relationship to clinical practice.	Understands how research and outcome data can contribute to effective clinical practice	Uses research and outcome data in the assessment of current clinical practice.	Critically reviews treatment strategies and methods using research and outcome data in the design and evaluation of clinical practices.

II. Treatment Knowledge:	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 8: Understand the value of an interdisciplinary approach to addiction treatment.	Describes an interdisciplinary approach to addictions treatment.	Articulates the roles and contributions of multiple disciplines to treatment efficacy.	Uses relevant terms and concepts to communicate effectively across disciplines.	Contributes leadership to an interdisciplinary team in planning and delivering treatment services.

III. Application to Practice	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 9: Understand the established diagnostic criteria for substance use disorders, and describe treatment modalities and placement criteria within the continuum of care.	Is familiar with the established diagnostic and placement criteria.	Describes diagnostic criteria and treatment modalities for substance use disorders and their relationship to placement criteria.	Applies diagnostic and placement criteria in the assignment of persons with substance use disorders to appropriate treatment modalities.	Consistently assigns persons with substance use disorders to appropriate treatment modalities, including persons with co-existing physical health and mental disorders.
Competency 10: Describe a variety of helping strategies for reducing the negative effects of substance use, abuse, and dependence.	Lists a variety of helping strategies for reducing the negative effects of substance use, abuse and dependence.	Describes the relationship between a variety of helping strategies and how they work to effectively reduce substance use, abuse and dependency.	Applies a variety of helping strategies tailored to meet the unique needs of persons with substance use disorders.	Integrates helping strategies into treatment services that reduce the negative effects of substance use, abuse, and dependence.
Competency 11: Tailor helping strategies and treatment modalities to the client's stage of dependence, change, or recovery.	Identifies stages of dependence, change, and recovery.	Relates a client's change readiness to helping strategies and treatment modalities.	Tailors helping strategies to a client's stage of readiness to engage in recovery oriented activities.	Accounts for client's racial, ethnic, cultural and socio economic status when planning recovery strategies consistent with the client's readiness for change.
Competency 12: Provide treatment services appropriate to the personal and cultural identity and language of the client.	Is familiar with cultural norms, values, beliefs, language, and behaviors for the predominant subgroups in the local area.	Understands the relationship between specific treatment services and the personal and cultural identities of the client population including the predominant language.	Provides services appropriate to the personal identity and culture of the client.	Individualizes services appropriate to specific cultural groups who may communicate in a language unique to their culture.
Competency 13: Adapt practice to the range of treatment settings and modalities.	Knows how to access local treatment services.	Understands the strengths and limitations of available treatment services.	Accesses and makes referrals to available	Incorporates the range of existing treatment settings

III. Application to Practice	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
			treatment settings and treatment modalities.	and modalities into daily practice.
Competency 14: Be familiar with medical and pharmacological resources in the treatment of substance use disorders.	Describes the range of locally available medical and pharmacological resources.	Assesses the strengths and liabilities of local medical and pharmacological interventions.	Accesses health practitioners and pharmacy resources in the community who are knowledgeable about addiction and recovery.	Strategically selects medical and pharmacological practitioners to assist in recovery services for substance use disorders.
Competency 15: Understand the variety of insurance and health maintenance options available and the importance of helping clients access those benefits.	Is familiar with insurance and health maintenance organizations providing coverage for substance use and co-existing disorders.	Knows how to access resources of third party payers, including policies and procedures used by available payment plans.	Assists clients in accessing insurance benefits related to the treatment of substance use disorders.	Consistently collaborates with insurance and health maintenance personnel in accessing benefits for treatment services.
Competency 16: Recognize that crisis may indicate an underlying substance use disorder and may be a window of opportunity for change.	Is aware of the relationship between crisis, readiness for change, and available resources for the management of crisis situations.	Describes the types of crises that frequently occur in persons with substance use disorders and the principles for intervening to facilitate entry into treatment.	Assists with management of crisis situations, utilizing established intervention principles and available resources for assistance.	Independently manages and stabilizes complex crisis situations, including collaboration with and referral to locally available resources.
Competency 17: Understand the need for and use of methods for measuring treatment outcome.	Recognizes researched-based methods for measuring treatment outcomes.	Understands the need to measure treatment outcomes using appropriate scientific methods.	Collects outcome measures as directed and uses the measures in monitoring treatment progress.	Routinely analyzes and utilizes outcome data to evaluate treatment service delivery.

IV. Professional Readiness	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 18: Understand diverse cultures, and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice.	Is familiar with resources broadly defining diversity and the importance of culture, including the needs and rights of persons with a variety of disabilities.	Knowledgeable about the diversity of cultures in the local service area and their implications for services in substance use disorder treatment settings.	Demonstrates an understanding of diversity principles and culturally sensitive counseling methods relevant to local populations and people with disabilities.	Demonstrates an understanding of diversity principles and culturally sensitive counseling methods relevant to local populations and people with disabilities.

IV. Professional Readiness	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 19: Understand the importance of self-awareness in one's personal, professional, and cultural life.	Has some awareness of personal, professional, and cultural strengths and challenges.	Appreciates the relationship between personal and professional traits and their impact on client interactions and relationships.	Interacts with clients in a manner demonstrating accurate self-awareness.	Utilizes accurate self knowledge in the development of relationships with a diversity of clientele.
Competency 20: Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship.	Is familiar with contemporary ethical and behavioral standards of conduct.	Appreciates and discusses the application of ethical and behavioral standards to clinical practice.	Complies with ethical and regulatory guidelines in the delivery of clinical services.	Assesses, clarifies and helps resolve incidents which are potential violations of existing ethical and regulatory guidelines.
Competency 21: Understand the importance of ongoing supervision and continuing education in the delivery of client services.	Describes the role of supervision and continuing education in on-going professional development.	Appreciates the need for regular supervisory review of job performance and the continuous accumulation of new knowledge related to service delivery.	Collaborates with supervisor in reviewing of job service delivery and participates in continuing learning opportunities for professional growth.	Seeks ongoing clinical consultation and continuing professional development opportunities.
Competency 22: Understand the obligation of the addiction professional to participate in prevention and treatment activities.	Is aware of the relationship between prevention and treatment.	Describes the most commonly accepted prevention models and their relationship to treatment.	Integrates local prevention resources in the delivery of clinical services when appropriate.	Seeks opportunities to integrate prevention and treatment services to enhance the overall continuum of care.
Competency 23: Understand and apply setting-specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.	Is familiar with policies and procedures related to crisis management.	Describes how agency policies and procedures apply to potential crisis situations.	Adheres to agency policies, procedures, and practices in the management of crises and dangerous situations.	Provides leadership in the development and implementation of policies and procedures related to crisis management.

I. Clinical Evaluation - Screening	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 24: Establish rapport, including management of a crisis situation and	Describes effective methods for establishing rapport and managing the initial contact with	Demonstrates effective engagement skills, including the ability to recognize crisis situations.	Effectively establishes rapport in a variety of situations including crises and potentially volatile circumstances.	Uses rapport building skills in managing crisis situations and establishing an effective working relationship with persons who may be in

I. Clinical Evaluation - Screening	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
determination of need for additional professional assistance.	persons who may be in crisis.			need of immediate professional assistance.
<p>Competency 25: Gather data systematically from the client and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender. At a minimum, data should include current and historic substance use; health, mental health, and substance-related treatment histories; mental and functional statuses; and current social, environmental, and/or economic constraints.</p>	Is familiar with validated screening instruments and methods in the identification of substance use disorders and related health and mental health conditions.	Introduces and administers standard screening tools and gathers information necessary to initially identify substance use and related disorders.	Integrates the use of screening and data gathering methods to formulate an initial understanding and written plan for addressing client needs.	Gathers comprehensive screening information utilizing science- based tools and interviewing skills to gather information that yields an accurate summary of history, current functioning and need for additional services.
<p>Competency 26: Screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.</p>	Lists specific symptoms of toxicity, intoxication, withdrawal, aggression, suicidal ideation, co-occurring mental disorders and dangerousness.	Identifies specific substance use and mental disorder symptoms and behaviors in conducting screening interviews.	Recognizes symptoms, indicators and behaviors diagnostic of commonly occurring substance use and mental disorders, including dangerousness, suicide and toxic reactions to substances.	Screens for a wide range of conditions, including substance toxicity and withdrawal, dangerousness, child abuse and neglect, potential for self inflicted harm and co-occurring mental disorders.
<p>Competency 27: Assist the client in identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.</p>	Lists the effects of psychoactive substances on thinking, feelings, health status, and relationships.	Confirms with the client the effects of substance use and assesses client readiness to change.	Assists the client in recognizing the effects of substance use on his or her current life problems.	In addition to assessing the current effects of substance use, helps the client to understand the potential risks of continued use.
<p>Competency 28: Determine the client's readiness for treatment and change as well as the needs of others involved in the current situation.</p>	Articulates the essential elements of one or more stages of change models.	Utilizes the stages of change model in screening and determining a client's initial readiness to engage in new behavior.	Incorporates an understanding of the client's motivation and the readiness of the social	Incorporates the client's self assessment with information gathered from collaterals in the

I. Clinical Evaluation - Screening	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
			environment to determine the appropriateness for treatment.	screening process to determine client's readiness for treatment.
<p>Competency 29: Review the treatment options that are appropriate for the client's needs, characteristics, goals, and financial resources.</p>	Describes a variety of generally accepted treatment approaches and community resources available to address common treatment needs.	Links treatment activities and community resources to specific client needs.	Collaborates with client to identify needed local resources and integrate them with treatment objectives into a course of action.	Creates a comprehensive treatment plan to address the client's objectives in recovering from substance use and related disorders.
<p>Competency 30: Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.</p>	Lists criteria for substance abuse and dependency and is familiar with commonly accepted criteria for placement in levels of care.	As a result of screening, clinician establishes a tentative diagnosis and potential placement for further care.	Upon completion of screening, clinician uses specific diagnostic criteria to articulate a diagnostic impression of use, abuse, or dependence and makes recommendations for level of care placement.	Upon completion of screening, clinician incorporates client's readiness for change and preferences into a plan of action consistent with a substance use disorder diagnosis and client placement criteria.
<p>Competency 31: Construct with the client and appropriate others an initial action plan based on client needs, client preferences, and resources available.</p>	Is familiar with frequently occurring client needs, available community resources, and an accepted action plan format.	Discusses an initial action plan with the client and appropriate others.	Secures with the client and appropriate others a commitment to a documented action plan to address needs and preferences within available community resources.	Facilitates the development of an action plan incorporating the preferences of the client and appropriate others into a documented contract.
<p>Competency 32: Based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow through.</p>	Is familiar with admission protocols, referral resources and relevant confidentiality guidelines.	Follows guidelines for admitting clients to services identified in the initial action plan.	Facilitates client admission to appropriate treatment setting. Confirms actual client entry into the recommended level of care, prepares accurate documentation, and assures follow through.	Uses knowledge of local resources to negotiate client admission to the appropriate level of care, identifies and resolves potential barriers, and documents client follow-through.

I. Clinical Evaluation - Assessment	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
<p>Competency 33: Select and use a comprehensive assessment process that is sensitive to age, gender, racial and ethnic culture, and disabilities that includes but is not limited to:</p> <ul style="list-style-type: none"> • History of alcohol and drug use • Physical health, mental health, and addiction treatment histories • Family issues • Work history and career issues • History of criminality • Psychological, emotional, and worldview concerns • Current status of physical health, mental health, and substance use • Spiritual concerns of the client • Education and basic life skills • Socioeconomic characteristics, lifestyle, and current legal status • Use of community resources • Treatment readiness • Level of cognitive and behavioral functioning. 	<p>Is familiar with the information, instruments, and protocols constituting a comprehensive assessment.</p>	<p>Uses approved instruments and protocol in conducting a comprehensive assessment.</p>	<p>Introduces the purpose and incorporates client's perceptions in conducting a comprehensive assessment of the client and relevant significant others. The counselor demonstrates sensitivity to a broad variety of contextual issues throughout the process.</p>	<p>Selectively uses a variety of instruments to assess client history and current living circumstances. Provides client opportunities to discuss issues of concern and identifies needs for additional specialized assistance.</p>
<p>Competency 34: Analyze and interpret the data to determine treatment recommendations.</p>	<p>Is familiar with the scoring and interpretation of client self report data and relevant collateral information.</p>	<p>Uses client self report and collateral information to identify needs and appropriate treatment options.</p>	<p>Interprets assessment data to the client, links client needs with appropriate treatment options and shares recommendations with the client and appropriate significant others.</p>	<p>Demonstrates flexibility in negotiating treatment recommendations in order to accommodate the needs and preferences of the client and significant others.</p>
<p>Competency 35: Seek appropriate supervision and consultation.</p>	<p>Describes personal scope of practice based on training and education. Describes how supervision contributes to quality of care and</p>	<p>Seeks regular supervision and consultation regarding the knowledge and skills essential to clinical evaluation.</p>	<p>Utilizes supervision and/or peer consultation in the preparation of comprehensive assessments.</p>	<p>As a result of supervision, clinician has awareness and acceptance of personal and professional limitations and incorporates information</p>

I. Clinical Evaluation - Assessment	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
	continuous development of clinical skills.			from supervision and consultation into assessment findings.
Competency 36: Document assessment findings and treatment recommendations.	Is aware of agency assessment protocols, procedures, and documentation standards.	Prepares and presents in oral and written form assessment findings and treatment implications to other professionals within the agency.	Provides clear, concise documentation of assessment findings, and their treatment implications in a manner consistent with agency standards.	Exceeds standard of quality and incorporates information from a variety of sources in the accurate documentation of assessment findings and treatment recommendations.

II. Treatment Planning	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 37: Use relevant assessment information to guide the treatment planning process.	Is familiar with general assessment topics and their importance to treatment planning.	Gathers and review assessment findings prior to sharing with the client and significant other.	Integrates all assessment findings and initial placement and treatment recommendations with the client to begin the treatment planning process.	Establishes a productive rapport with the client and appropriate significant others and engages them in a collaborative review of assessment information and treatment options.
Competency 38: Explain assessment findings to the client and significant others.	Understands the variety of potential assessment findings.	Presents basic assessment findings to client and significant others.	Interprets assessment findings to client and significant others.	Collaborates with client and significant others regarding assessment findings and implications for treatment planning.
Competency 39: Provide the client and significant others with clarification and additional information as needed.	Describes the process of rapport building and engagement.	Engages the client and significant others in a discussion of assessment findings.	Provides client and significant others with additional information to clarify results of the assessment.	Works collaboratively with the client and appropriate others to understand the assessment and enhance motivation to engage in a recovery process.
Competency 40:	Is aware of a variety of treatment/recovery	Reviews locally available options with the client and significant others.	Collaborates with client and significant others to assess available treatment options.	Works with the client and significant others to identify the treatment options best

II. Treatment Planning	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Examine treatment options in collaboration with the client and significant others.	options commonly available.			addressing the client's needs.
Competency 41: Consider the readiness of the client and significant others to participate in treatment.	Is familiar with a research-based model of change and how to assess readiness for treatment.	Uses an accepted model and tool to assess the client and significant others readiness for treatment.	Integrates an assessment of readiness into a collaborative discussion of the assessment results and available treatment options with the client and significant others.	Incorporates a readiness assessment into negotiating best available treatment plans with the client and available significant others.
Competency 42: Prioritize the client's needs in the order they will be addressed in treatment.	Recognizes the need to prioritize the hierarchy of client needs so as to address the most important first.	Prioritizes severity of client needs and potential resources to meet those needs.	Demonstrates skill in prioritizing client needs in an order that addresses the most important first.	Utilizes practical judgment in prioritizing a complex set of client needs in a way that can be effectively addressed in treatment.
Competency 43: Formulate mutually agreed-on and measurable treatment goals and objectives.	Articulates the difference between treatment goals and objectives.	Assists the client in establishing measurable treatment goals and objectives consistent with the assessment information.	Collaborates on mutually agreeable and measurable recovery oriented goals and objectives with the client and significant others.	Engages the client in negotiating mutually agreeable and realistic goals and objectives which accommodate the client's readiness to change.
Competency 44: Identify appropriate strategies for each treatment goal.	Accesses resources that describe a variety of treatment strategies sensitive to the diversity of clients served in the agency.	Uses community resource information to link client needs with available services, taking into account client readiness for change and hierarchy of needs.	Effectively matches client needs and preferences with available community resources and treatment strategies.	Demonstrates flexibility in actively matching treatment strategies with client and significant others preferences and available community resources.
Competency 45: Coordinate treatment activities and community resources in a manner consistent with the client's diagnosis and existing placement criteria.	Understands the relationship between the client's diagnosis, placement criteria, treatment activities, and community resources.	Develops a beginning treatment plan that utilizes assessment information in determining level of care and the appropriate use of available community resources.	Collaborates with client and significant others in building a treatment plan, taking into consideration the client's age, developmental and educational level, gender, and racial and ethnic culture in order to utilize community resources	Actively collaborates with community resources, client, and significant others in developing a plan of coordinated treatment activities consistent with the client's diagnosis, needs,

II. Treatment Planning	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
			and meet client needs most effectively.	preferences, and placement criteria.
Competency 46: Develop with the client a mutually acceptable treatment plan and method for monitoring and evaluating progress.	Appreciates the importance of evaluating treatment progress in the ongoing assessment and renegotiation of the treatment plan.	Negotiates, comes to agreement, and documents a treatment plan using positive, jargon-free terms that includes clear goals and measurable objectives.	Collaborates with client in developing an individualized, measurable treatment plan balancing strengths, resources, deficits, and needs.	Negotiates and establishes a method for monitoring and evaluating progress in achieving client goals and objectives in the context of an individualized, mutually acceptable treatment plan.
Competency 47: Inform the client of confidentiality rights, program procedures that safeguard them, and the exceptions imposed by regulations.	Has familiarity with federal, state, and agency confidentiality rules, regulations, requirements, and policies.	Distributes and discusses written summaries of client confidentiality rights, program safeguards, and the exceptions imposed by regulations.	Provides clarification of client rights to privacy and confidentiality, exceptions imposed by regulatory authorities, and how these rights are upheld by the agency.	Explains and clarifies the roles of various authorities and agency staff members with regard to upholding the boundaries of confidentiality. Interviews on behalf of the client when client rights are threatened.
Competency 48: Reassess the treatment plan at regular intervals or when indicated by changing circumstances.	Appreciates the need to periodically reassess the treatment plan.	Utilizes existing measures of treatment progress to evaluate and discuss client's response to treatment.	Based on client progress, modifies the treatment plan in collaboration with client and significant others.	Assesses client progress toward treatment goals utilizing a variety of measures and input from client, significant others, and community resources, making adjustments when indicated.

III. Referral	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 49: Establish and maintain relationships with civic groups, agencies, other professionals, governmental entities, and the community at large to ensure appropriate referrals, identify service gaps, expand community resources, and help address unmet needs.	Is aware of the importance of community resources and their impact on client needs.	Knows local community resources and how to access them to improve client care.	Builds effective relationships with community resources, utilizing them to help meet client needs in a manner consistent with confidentiality rules and regulations.	Routinely involved with community partners in the treatment planning process, helping establish new resources to better meet unmet client needs.

III. Referral	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 50: Continuously assess and evaluate referral resources to determine their appropriateness.	Recognizes the need to include community partners in the treatment process.	Makes initial contact with community partners and learns the function, mission, and resources of each service agency.	Assesses the effectiveness of community resources, providing them feedback in order to assure or improve quality of care.	Utilizes and maintains collaborative relationships among service organizations, advocating for innovative quality care.
Competency 51: Differentiate between situations in which it is most appropriate for the client to self-refer to a resource and situations requiring counselor referral.	Knows client self-referral to a resource is different from counselor referral.	Makes referrals to community resources when referral is part of the treatment plan.	Identifies situations in which it is appropriate for client to make initial contact with a community resource. Monitors client to assure follow through and makes referrals in situations requiring agency initiative.	Empowers client to access needed community resources and collaborates with the client in situations requiring agency referral, utilizing crisis intervention methods when necessary.
Competency 52: Arrange referrals to other professionals, agencies, community programs, or appropriate resources to meet the client's needs.	Researches protocols and procedures necessary to refer clients to community services.	Uses referral protocols, documents the process, and follows up to assure client engagement.	Seeks opportunities for clients to engage community resources and makes necessary arrangements to insure engagement.	Makes effective referrals and nurtures relationships with community resources to assure access to and creation of services that meet client needs.
Competency 53: Explain in clear and specific language the necessity for and process of referral to increase the likelihood of client understanding and follow through.	Recognizes importance of explaining thoroughly to client how to accept community resources to enhance early recovery.	Explains the treatment plan and how use of community resources relates to client goals and objectives.	Interprets the treatment plan utilizing negotiation and education in securing client commitment to use of community resources.	Secures client commitment to all aspects of the treatment plan, assuring client engagement with relevant community resources.
Competency 54: Exchange relevant information with the agency or professional to whom the referral is being made in a manner consistent with confidentiality rules and regulations and generally accepted professional standards of care.	Is familiar with referral protocols, confidentiality rights, agency rules, and ethical standards of practice.	Obtains informed client consent, forwards relevant information to referral resource and documents the process consistent with agency protocol and the assurance of privacy rights.	Accurately exchanges relevant client information with community resources utilizing oral, written, and electronic technology as appropriate.	Demonstrates professionalism in communicating with a variety of community resources including legal and health care professionals in the exchange of client information.

III. Referral	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 55: Evaluate the outcome of the referral.	Is aware of the importance of referral follow up in determining success of the referral.	Initiates contact with both client and referral resource to seek reports on client engagement and progress.	Utilizes a variety of methods and techniques to evaluate referral outcomes.	Uses appropriate measurement processes and instruments, both objective and subjective to evaluate and improve referral outcomes.

IV. Service Coordination: Implementing the Treatment Plan	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 56: Initiate collaboration with the referral source.	Recognizes the importance of collaboration with referral sources in the implementation of individualized treatment plans.	Communicates specific client needs in the exchange of referral data, maintaining awareness of the importance of collaborative relationships with the referral resource.	Routinely communicates client needs effectively in collaboration with other professionals in a manner consistent with confidentiality rules and regulations.	Demonstrates a willingness to make treatment adjustments to accommodate the needs of both clients and referral resources taking into account eligibility criteria, service availability, and unanticipated circumstances.
Competency 57: Obtain, review, and interpret all relevant screening, assessment, and initial treatment planning information.	Appreciates importance of obtaining and reviewing all relevant screening, assessment, and treatment planning information.	Obtains and reviews all relevant clinical information used in screening, assessment, and treatment planning.	Assures the collection and analysis of all relevant clinical evaluation material, as well as initial treatment plan in preparing to deliver treatment services.	Reviews and interprets all available clinical information including the client's self assessment in formulating an understanding of the client's treatment plan.
Competency 58: Confirm the client's eligibility for admission and continued readiness for treatment and change.	Understands eligibility criteria and readiness to change concepts in considering the client's admission to care.	Reviews all clinical material including the treatment plan and determines client willingness to engage in all aspects of the treatment plan.	Matches available clinical information and observed commitment level of client and involved significant others with agency admission criteria to confirm appropriateness of admission or continued care.	Confirms client's ongoing eligibility for care incorporating an understanding of client cognitive/psychiatric impairment in collaboration with other medical and/or mental health professionals.

IV. Service Coordination: Implementing the Treatment Plan	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
<p>Competency 59: Complete necessary administrative procedures for admission to treatment.</p>	<p>Is familiar with administrative procedures for admission to treatment including limitations imposed by federal, state, agency and payor regulations.</p>	<p>Demonstrates accurate and concise oral and written communication skills in completing agency procedures for client admission.</p>	<p>Consistently meets administrative requirements for client admission to the most appropriate level of care.</p>	<p>Assures completion of all administrative requirements for admission to the assigned level of care.</p>
<p>Competency 60: Establish accurate treatment and recovery expectations with the client and involved significant others, including but not limited to:</p> <ul style="list-style-type: none"> • The nature of services • Program goals • Program procedures • Rules regarding client conduct • The schedule of treatment activities • Costs of treatment • Factors affecting duration of care • Clients' rights and responsibilities • The effect of treatment and recovery on significant others. 	<p>Appreciates the importance of orienting clients and involved significant others to the treatment program, rules regarding client conduct, costs of care, and client rights and responsibilities.</p>	<p>Engages in orienting clients and involved significant others to all aspects of the treatment and recovery process.</p>	<p>Develops accurate understanding of administrative and clinical rules and procedures, schedule of activities, program participation, and nature of service with the client and involved significant others.</p>	<p>Demonstrates respect for the input of clients and significant others in establishing clear treatment and recovery expectations, including guidelines for both agency staff and client behavior and responsibilities.</p>
<p>Competency 61: Coordinate all treatment activities with services provided to the client by other resources.</p>	<p>Lists the most important issues related to effective coordination of client care.</p>	<p>Participates as a member of the treatment team and coordinates client activities both within the agency and community as directed by the team leader.</p>	<p>Regularly engages in client advocacy, facilitation of client activities, resolution of conflicts, and problem solving in the delivery of agency and community services indicated in the treatment plan.</p>	<p>Coordinates all aspects of client care including utilization of recovery services, resolution of service reimbursement issues, and assuring thorough documentation of client progress and services received.</p>

IV. Service Coordination: Consulting	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
<p>Competency 62: Summarize the client’s personal and cultural background, treatment plan, recovery progress, and problems inhibiting progress to ensure quality of care, gain feedback, and plan changes in the course of treatment.</p>	<p>Understands the need to periodically assess treatment progress, taking into account the client’s personal and cultural background, current biopsychosocial status, treatment plan, and emerging needs.</p>	<p>Uses clear and concise oral and written communication in summarizing the relationship between the treatment plan, current status, and problems that might impede progress.</p>	<p>Synthesizes available treatment information, solicits and interprets feedback related to progress and integrates relevant data into continuous treatment planning.</p>	<p>Formulates and presents comprehensive case summaries. Prioritizes and integrates relevant client data into the treatment planning process. Recognizes setbacks as opportunities for improvement.</p>
<p>Competency 63: Understand the terminology, procedures, and roles of other disciplines related to the treatment of substance use disorders.</p>	<p>Is aware of the roles a variety of disciplines and community service providers play in facilitating recovery.</p>	<p>Gathers and seeks to understand information from a variety of sources regarding client progress and treatment.</p>	<p>Demonstrates familiarity with the terminology and procedures used by other disciplines in the treatment of substance use disorders.</p>	<p>Participates in interdisciplinary collaboration, demonstrating knowledge and appreciation for the role played by the range of involved community resources.</p>
<p>Competency 64: Contribute as part of a multidisciplinary treatment team.</p>	<p>Appreciates the value of a multidisciplinary treatment team.</p>	<p>As a member of the multidisciplinary treatment team, contributes to problem solving and decision making related to client progress.</p>	<p>With an understanding of treatment team processes, helps coordinate treatment services with external providers, maintaining appropriate confidentiality boundaries.</p>	<p>Demonstrates leadership in facilitating the development of an effective interdisciplinary treatment team and the coordination of client care within the community.</p>
<p>Competency 65: Apply confidentiality rules and regulations appropriately.</p>	<p>Has knowledge of confidentiality rules and regulations, consent guidelines, and client rights and responsibilities.</p>	<p>Helps clients understand their rights, responsibilities and applicable confidentiality rules, regulations and protections.</p>	<p>Applies confidentiality guidelines appropriately in communicating with the client, family, significant others, and community service providers.</p>	<p>Manages client emergency situations in a manner honoring clients’ rights, prevailing confidentiality rules and regulations.</p>
<p>Competency 66: Demonstrate respect and nonjudgmental attitudes toward clients in all contacts with community professionals and agencies.</p>	<p>Acknowledges importance of maintaining a non-judgmental attitude toward all clients and</p>	<p>Adopts an objective and respectful communication style in communicating with clients, significant others,</p>	<p>Demonstrates clear, concise and accurate communication when exchanging client</p>	<p>Advocates in a professional manner on behalf of the client in planning the most appropriate course of action among community partners</p>

IV. Service Coordination: Consulting	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
	community agencies.	and allied community providers.	information with other service providers.	consistent with confidentiality guidelines.

IV. Service Coordination: Continuing Assessment & Treatment	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 67: Maintain ongoing contact with the client and involved significant others to ensure adherence to the treatment plan.	Recognizes the importance of continuously assessing client motivation and progress toward treatment objectives.	Engages the client and involved others in treatment activities, documenting adherence to the treatment plan, while continuously assessing progress toward treatment goals.	Provides encouragement and support to client and involved others, continually assessing client investment in the treatment process; recognizing and addressing ambivalence and other barriers to progress.	Assists client in maintaining motivation for change, increasing appreciation of personal strengths and skills and acknowledging incremental progress toward treatment goals.
Competency 68: Understand and recognize stages of change and other signs of treatment progress.	Describes stages of change and methods for assessing treatment progress.	Utilizes standard measures in documenting treatment progress, including adherence to the treatment plan.	Recognizes how individual client characteristics affect preparedness for change and progress towards treatment goals.	Provides support, encouragement, and optimism regarding treatment progress, reinforcing positive change and observable steps toward achievement of treatment goals.
Competency 69: Assess treatment and recovery progress, and, in consultation with the client and significant others, make appropriate changes to the treatment plan to ensure progress toward treatment goals.	Understands methods for evaluating and keeping the client and significant others engaged in a recovery process.	Assesses client progress by participating in client activities and sharing observations with the treatment team.	Assesses treatment progress in consultation with the client and significant others, negotiating appropriate changes to the treatment plan.	Values individual differences and the role of significant others in the recovery process, assisting all parties in adjusting the treatment plan to achieve treatment goals.
Competency 70: Describe and document the treatment process, progress, and outcome.	Has a basic understanding of treatment planning, documentation of client progress, and generally	Communicates clearly in both oral and written form, statements of client progress, and outcome.	Applies progress and outcome measures in documenting client treatment achievements and setbacks.	Prepares clear and concise documentation of treatment processes and recovery progress in a

IV. Service Coordination: Continuing Assessment & Treatment	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
	accepted outcome measures.			manner useful to the multidisciplinary treatment team.
Competency 71: Use accepted treatment outcome measures.	Understands the concepts of validity and reliability of outcome measures.	Describes how outcome measures can be useful in treatment planning.	Uses outcome measures to assess treatment progress and make adjustments to the treatment plan.	Routinely utilizes treatment outcome measures in providing feedback, negotiating changes in the treatment plan and maintaining client engagement in the treatment process.
Competency 72: Conduct continuing care, relapse prevention, and discharge planning with the client and involved significant others.	Is familiar with the principles of relapse prevention, continuing care, and discharge planning.	Uses knowledge of relapse and early recovery to assist client and significant others in developing basic relapse prevention and continuing care plans.	Utilizes information from both treatment and community resources in negotiating a continuing recovery plan with the client and involved significant others.	Negotiates continuing care planning in a manner emphasizing client autonomy, conflict, and Problem-solving skills and encouragement to engage in continuing strength based recovery.
Competency 73: Document service coordination activities throughout the continuum of care.	Understands the importance of maintaining accurate documentation of all service coordination activities.	Prepares clear and concise summaries of service coordination activities for the clinical record.	Documents service coordination in an accurate and timely manner, consistent with confidentiality rules and regulations.	Uses available technology to maximize efficiency, accuracy, and timeliness of clinical documentation related to service coordination.
Competency 74: Apply placement, continued stay, and discharge criteria for each modality on the continuum of care.	Is familiar with initial patient placement, continuing care, and discharge criteria utilized in the treatment planning process.	Assures initial treatment plan and subsequent revisions are consistent with placement and continuing care criteria.	Uses placement, continued stay, and discharge criteria in an objective manner taking into account client needs, conflicts, and preferences.	Negotiates modifications to treatment and continuing care plans, effectively mediating conflicts and problems in a manner consistent with placement, continued stay, and discharge criteria.

V. Counseling: Individual Counseling	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 75: Establish a helping relationship with the client characterized by warmth, respect, genuineness, concreteness, and empathy.	Is familiar with the concepts of warmth, respect, genuineness, and empathy.	Practices skills essential to the development of an elective helping relationship.	Establishes client relationships marked by collaboration, respect, genuineness, and empathy.	Consistently develops effective relationships in which clients feel respected, understood, and valued.
Competency 76: Facilitate the client's engagement in the treatment and recovery process.	Understands the importance of client readiness for change as a precursor to engaging in successful recovery.	Utilizes motivational enhancement strategies to engage clients in recovery activities.	Implements evidence based engagement strategies in culturally appropriate ways, while also assessing client responses to determine readiness to move forward with change.	Demonstrates understanding and respect for client's state of readiness while also facilitating engagement in culturally appropriate treatment and recovery activities.
Competency 77: Work with the client to establish realistic, achievable goals consistent with achieving and maintaining recovery.	Understands and recognizes important benchmarks in the recovery processes and provides clients with the strategies needed to achieve those benchmarks.	Facilitates client identification of treatment goals the necessary activities to achieve those goals.	Assists the client in formulating goals and action plans that include methods of measuring treatment outcome.	Consistently demonstrates appreciation for individual client resources and preferences in the formulation of concise, measurable action plans consistent with client goals.
Competency 78: Promote client knowledge, skills, and attitudes that contribute to a positive change in substance use behaviors.	Describes client knowledge, skills, and attitudes consistent with making a change in alcohol and/or drug use.	Accurately identifies clients' strengths and readiness for change, using motivational enhancement strategies to begin resolving ambivalence and building awareness of appropriate recovery strategies.	Provides client feedback and coaching regarding treatment progress and the resolution of ambivalence regarding change.	Identifies and document signs of incremental progress while communicating and utilizing strength based principles in mentoring clients toward the achievement of treatment goals.
Competency 79: Encourage and reinforce client actions determined to be beneficial in progressing toward treatment goals.	Recognizes the importance of support, encouragement, and optimism in the prevention of relapse and the celebration of progress towards treatment goals.	Reinforces positive client behaviors consistent with the development, maintenance, and attainment of treatment goals.	Uses objective information to reinforce desired client behavior and demonstrates appreciation for client progress based on objective, measureable indicators.	Assesses regularly and reinforces positive client behaviors consistent with the achievement of measurable treatment objectives.

V. Counseling: Individual Counseling	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
<p>Competency 80: Work appropriately with the client to recognize and discourage all behaviors inconsistent with progress toward treatment goals.</p>	<p>Understands the difference between behaviors consistent with successful engagement in recovery and thoughts and behaviors indicative of impending or actual relapse.</p>	<p>Recognizes behaviors potentially impeding treatment progress, providing feedback enhancing client awareness of inconsistencies between thoughts, behavior, and achieving treatment goals.</p>	<p>Reframes and redirects counter-productive client behavior, utilizing conflict resolution, decision making, and problem solving skills.</p>	<p>Engages the client in discovering underlying issues that may impede treatment progress and uses strength based principles to resolve conflicts and enhance client autonomy and personal recovery skills.</p>
<p>Competency 81: Recognize how, when, and why to involve the client's significant others in enhancing or supporting the treatment plan.</p>	<p>Appreciates the importance of involving client's significant others in the treatment and recovery process.</p>	<p>Assists the client in appreciating the importance of including family and significant others and how their involvement might contribute to treatment process.</p>	<p>Recognizes when the involvement of the client's family and significant others could enhance treatment progress, and takes appropriate action to engage significant others in treatment activities.</p>	<p>Engages significant others in becoming familiar with the client's treatment plan, how they might contribute to client progress, and facilitating their helpful participation in activities consistent with the client achieving treatment goals.</p>
<p>Competency 82: Promote client knowledge, skills, and attitudes consistent with the maintenance of health and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases.</p>	<p>Describes the relationship among substance using lifestyles, risky sexual behaviors, the transmission of infectious diseases, and current concepts and practices related to disease prevention.</p>	<p>Promotes and reinforces preventative behaviors, using mentoring and education to encourage health-enhancing activities and safe sex practices.</p>	<p>Modifies the delivery of health maintenance information based on cultural factors and client readiness in a way that facilitates client's use of available community and public health resources.</p>	<p>Engages clients in open discussions about health, lifestyle and sexuality, employing coaching and teaching techniques sensitive to client's culture, socio-economic condition, and current sexual practices.</p>
<p>Competency 83: Facilitate the development of basic and life skills associated with recovery.</p>	<p>Is familiar with basic and life skills associated with recovery.</p>	<p>Provides education in basic life skills leading to achieving benchmarks in early recovery.</p>	<p>Utilizes available assessment information to determine the client's level of life skills attainment, adapting education to the client's situation and skill level.</p>	<p>Adept at enhancing client appreciation and practice of life skills in recovery, including the use of relapse prevention to enhance learning and skills acquisition.</p>

V. Counseling: Individual Counseling	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 84: Adapt counseling strategies to the individual characteristics of the client, including but not limited to disability, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.	Understands the need to consider a variety of client characteristics in the application of counseling strategies to individual clients.	Approaches each client in a non-judgmental respectful manner seeking to use counseling strategies consistent with the client's gender, socio-cultural characteristics, age, and health status.	Skillfully adapts counseling strategy for specific populations in accordance with client's cultural identity, readiness for change, and communication style.	Effective in developing flexible, individualized counseling strategies tailored to the unique needs of a broad cross section of clients.
Competency 85: Make constructive therapeutic responses when the client's behavior is inconsistent with stated recovery goals.	Identifies several therapeutic responses to client when behavior is inconsistent with treatment goals.	Monitors client behaviors objectively and encourages client to take action more consistent with treatment goals.	Is able to point out inconsistencies and utilize appropriate intervention strategies to assist the client in establishing behaviors consistent with early recovery.	Demonstrates perseverance in supporting clients in their attempt to establish behaviors consistent with early recovery, utilizing a variety of relapse prevention and therapeutic intervention strategies.
Competency 86: Apply crisis prevention and management skills.	Understands typical human responses to a variety of crises and the difference between crisis prevention, intervention, and management.	Assesses the severity of crisis situations, the degree to which assistance is needed, and secures assistance necessary for the client and their significant others.	Confident in assessing immediate safety concerns in crisis situations, providing interventions within limits of professional expertise and making referrals as necessary.	Proficient in preventing and managing a variety of crisis situations, assisting clients in processing their experience and assuring the delivery of follow-up care.
Competency 87: Facilitate the client's identification, selection, and practice of strategies that help sustain the knowledge, skills, and attitudes needed for maintaining treatment progress and preventing relapse.	Possesses familiarity with a variety of recovery strategies assisting the client in moving beyond initial recovery and prevent relapse.	Is able to teach relapse prevention and other recovery oriented skills including encouraging the use of mutual help groups.	Reinforces client progress while engaging in the development of relapse prevention plans and facilitating the client's recognition of personal responsibility for recovery.	Facilitates the client's selection of continuing care strategies that sustain treatment progress, prevent relapse, and result in self-directed recovery for the client, client's family, and significant others.

V. Counseling: Group Counseling	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
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<p>Competency 88: Describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients with substance use disorders.</p>	<p>Describes multiple models and strategies of group counseling appropriate to people with substance use disorders.</p>	<p>Utilizes group facilitation skills strategically to meet basic needs of group members.</p>	<p>Flexibly utilizes culturally appropriate counseling strategies that result in individual needs being met through group interaction.</p>	<p>Able to design and implement strategies and activities in group counseling settings that facilitate effective interaction when membership includes representatives from different cultural groups.</p>
<p>Competency 89: Carry out the actions necessary to form a group, including but not limited to determining group type, purpose, size, and leadership; recruiting and selecting members; establishing group goals and clarifying behavioral ground rules for participating; identifying outcomes; and determining criteria and methods for termination or graduation from the group.</p>	<p>Is familiar with issues related to group formation, establishment of group goals, participation guidelines, and criteria for a transformation to the next level of care.</p>	<p>Incorporates understanding of group formation in group member selection and orientation; demonstrates ability to clarify initial goals, ground rules, and criteria for successful completion.</p>	<p>In addition to forming and establishing a counseling group, facilitator secures member commitment to the goals, ground rules, process, and completion criteria.</p>	<p>Facilitator skillfully establishes the membership, goals, and guidelines for interaction and intended outcomes for a variety of group types.</p>
<p>Competency 90: Facilitate the entry of new members and the transition of exiting members.</p>	<p>Understands the importance of integrating new members and how the transition of exiting members affects both those remaining and those leaving the group.</p>	<p>Utilizes group activities to introduce and facilitate acceptance of new members; prepares for and processes reactions to members leaving the group.</p>	<p>Skillfully facilitates the entry and exit of group members, including processing resistance, grief, and other issues related to group membership.</p>	<p>Effectively balances individual needs with group needs, as the counselor facilitates the entry of new members and exiting of experienced members, anticipating the emotional reaction to change and a potential regression in group behavior.</p>
<p>Competency 91: Facilitate group growth within the established ground rules and movement toward group and individual goals by using methods consistent with group type.</p>	<p>Describes the differences and similarities in models of group growth, group type, and the role of the facilitator in each.</p>	<p>Recognizes and plans group interventions based on stage of group development, group goals, and group type.</p>	<p>Facilitates group development utilizing group counseling methods consistent with both group and individual goals.</p>	<p>Facilitates group interaction and growth, understanding the role and power of each group</p>

				member including the facilitator in achieving both group and individual goals.
Competency 92: Understand the concepts of process and content, and shift the focus of the group when such a shift will help the group move toward its goals.	Describes a variety of factors characterizing group process, group leader interventions, and the distinction between group process and content	Uses a model for group growth to assess group development and make basic interventions intended to move the group forward.	Utilizes interventions sparingly to shift the group's focus to process issues needing to be addressed in order for the group to achieve its goals.	Accurately assesses group needs, encourages interventions in the group process by other group members, resorting to leader interventions only when necessary.
Competency 93: Describe and summarize the client's behavior within the group to document the client's progress and identify needs and issues that may require a modification in the treatment plan.	Understands the need to document client participation in group indicating progress toward treatment goals.	Accurately documents group behavior relevant to the treatment plan.	Prepares summaries of group behavior and the degree to which that behavior demonstrates progress toward treatment goals.	Assesses through documentation client progress in group and the need to renegotiate the treatment plan based on observation of group behavior.

V. Counseling: Families, Couples, Significant Other	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 94: Understand the characteristics and dynamics of families, couples, and significant others affected by substance use.	Is familiar with interaction patterns among substance users and their significant others for key cultural groups.	Observes and identifies the basic interactive characteristics of the client's social system.	Recognizes unconstructive behaviors in a variety of cultural groups and understands the role they play in maintaining substance use disorders.	Readily identifies non-productive systemic interactions and how they are likely to affect recovery within families, couples and significant others for a variety of diverse cultural groups.
Competency 95: Be familiar with and appropriately use models of diagnosis and intervention for families, couples, and significant others, including extended, kinship, or tribal family structures.	Describes basic culturally appropriate assessment tools and intervention strategies for the family/social systems in selected populations.	Utilizes a limited number of assessment tools and engages significant others in targeted interventions to access relationships in the client's social system.	Employs culturally appropriate assessment tools and uses intervention strategies targeted to improving relationships within the client's social system.	Utilizes a variety of assessment tools to accurately diagnose interaction patterns and employs a variety of culturally appropriate methods electively to improve functioning of the client's social system.

Competency 96: Facilitate the engagement of selected members of the family or significant others in the treatment and recovery process.	Understands processes for engaging of the client's social network in treatment activities.	Secures participation in appropriate treatment activities for family members and/or significant others.	Successfully engages members of the client's social network in counseling and other interventions designed to meet treatment goals.	Effectively incorporates significant others in individual and group treatment strategies, assisting the client in achieving treatment objectives.
Competency 97: Assist families, couples, and significant others in understanding the interaction between the family system and substance use behaviors.	Is familiar with the relationship between substance use disorders and family interaction patterns.	Provides education to family members in group and individual settings intended to improve their understanding of how substance use has affected the individuals and the interaction patterns within the system.	Describes systemic issues constructively and assists members of the client's social system in identifying and interrupting harmful interactions.	Helps social system members assess, identify and practice alternative patterns of interaction aimed at improving their relationships.
Competency 98: Assist families, couples, and significant others in adopting strategies and behaviors that sustain recovery and maintain healthy relationships.	Is familiar with empirically based counseling strategies for families and significant others associated with recovery.	Works with family members to identify and practice behaviors associated with improved interactions among themselves and the substance user.	Assists members of the social system in adopting strategies and behaviors which build healthy relationships and sustain the client's early recovery progress.	Utilizes a variety of approaches in working with a client's social system in achieving and maintaining healthy relationships and establishing an environment consistent with recovery.

VI. Client, Family & Community Education	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 99: Provide culturally relevant formal and informal education programs that raise awareness and support substance abuse prevention and the recovery process.	Understands the design and delivery of culturally relevant education programs including learning styles, teaching methods, and characteristics of effective public speaking.	Delivers structured educational programs following a period of training and mentorship from an experienced educator.	Effectively adapts educational materials in response to cultural characteristics of the audience.	Effectively develops educational programs that raise awareness and increase knowledge regarding substance abuse prevention and/or recovery processes.
Competency 100: Describe factors that increase the likelihood for an individual, community, or group to be at risk for,	Identifies risk and protective factors which influence the	Applies knowledge of risk and protective factors in	Effectively communicates the relationship of risk and	Incorporates knowledge of the community into a

or resilient to, psychoactive substance use disorders.	development of substance use disorders.	describing how those factors relate to individuals, families and community groups.	protective factors to the development of substance use disorders.	sensitive, non-judgmental presentation of risk and protective factors that enhances understanding of how substance use disorders develop.
Competency 101: Sensitize others to issues of cultural identity, ethnic background, age, and gender in prevention, treatment, and recovery.	Understands the relationship of age, gender, and culture in preventing and facilitating recovery from substance use disorders.	Provides educational programs which incorporate an understanding of culture, ethnicity, age, and gender for specific audiences.	Incorporates cultural, ethnic, age, and gender factors effectively in educating diverse populations regarding prevention and recovery services.	Sensitively integrates a personal awareness of culture, gender, and age into presentations designed to be relevant to diverse audiences.
Competency 102: Describe warning signs, symptoms, and the course of substance use disorders.	Is familiar with the continuum of substance use disorders and their description in the current Diagnostic and Statistical Manual of Mental Disorders.	Presents structured presentations on the warning signs, symptoms, and course of substance use disorders.	Utilizes a variety of culturally appropriate teaching methods in describing the development of various substance use disorders.	Skillfully integrates research into a multi-media presentation of the signs, symptoms, and course of substance use disorders to a variety of audiences.
Competency 103: Describe how substance use disorders affect families and concerned others.	Describes how substance use disorders impact families, and significant others.	Utilizes existing materials to educate clients, families, and community groups about how substance use disorders affect others.	Tailors educational programs on how substance use disorders affect others to the specific cultural, age, and gender characteristics of the intended audience.	Demonstrates how family responses in different cultural groups can affect the development, continuation or interruption of a substance use disorder.
Competency 104: Describe the continuum of care and resources available to the family and concerned others.	Is familiar with the variety of local resources for assistance related to a substance use disorders.	Describes available treatment and recovery resources in the community	Encourages and facilitates utilization of local resources to assist with substance use disorders.	Skillfully motivates individuals to make use of available treatment and recovery resources.
Competency 105: Describe principles and philosophy of prevention, treatment, and recovery.	Is familiar with a variety of prevention, treatment, and recovery models.	Presents prepared presentations on the principles and philosophies of prevention, treatment, or recovery.	Incorporates research on effectiveness in describing various prevention, treatment, or recovery strategies.	Demonstrates an appreciation and acceptance of a variety of research based prevention, treatment, or recovery models.
Competency 106: Understand and describe the health and behavior problems related to	Identifies a broad variety of infectious disorders related to excessive substance use.	Makes presentations to clients and community	Teaches and facilitates discussions aimed at	Integrates information about health, behavior problems, substance use

substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases.		groups about the relationship between substance use disorders and infectious diseases.	improving awareness and shaping behavior related to reducing the transmission of infectious diseases among substance users.	disorders, and infectious diseases in individual, group, and community education settings, motivating the audience to utilize practices that reduce the spread of infectious diseases.
Competency 107: Teach life skills, including but not limited to stress management, relaxation, communication, assertiveness, and refusal skills.	Is familiar with resources available to teach life skills pertinent to prevention and recovery from substance use disorders.	Delivers educational presentations on specific skills related to prevention and/ or recovery.	Effectively facilitates the presentation and practice of a variety of life skills related to recovery.	Creates learning opportunities tailored to the needs of clients and focused on the development of skills consistent with maintenance of recovery.

VII. Documentation	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
Competency 108: Demonstrate knowledge of accepted principles of client record management.	Is familiar with basic principles and methods of client record management including protection of privacy and accurate recording of services and client progress.	Prepares objective, timely, clear, and concise documentation of client participation and progress toward service objectives.	Creates accurate documentation of client participation in treatment useful in managing the treatment process.	Records accurate useful information in the clinical record utilizing new technologies as they become available.
Competency 109: Protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties.	Describes regulations protecting client privacy and confidentiality related to participation in substance use disorder treatment.	Communicates client confidentiality rules and agency policy and procedures related to client privacy.	Secures necessary client authorization to release confidential information in a manner consistent with applicable regulations and exercises judgment consistent with those rules in responding to requests for information.	Consistently exhibits a thorough understanding of client privacy rights in the management of clinical records and communication of client information to third parties.
Competency 110: Prepare accurate and concise screening, intake, and assessment reports.	Understands how to record results of screening, intake, and assessments.	Utilizes agency policy and procedures in summarizing information gained from screening, intake, and assessment activities.	Organizes all relevant information from intake and clinical evaluation into presentable, concise, and readable summaries.	Synthesizes and summarizes information gained from clinical evaluation and creates concise,

				relevant documentation of this information in the clinical record.
Competency 111: Record treatment and continuing care plans that are consistent with agency standards and comply with applicable administrative rules.	Understands administrative rules and agency standards regarding the recording of treatment and continuing care plans.	Records treatment and continuing care plans accurately as directed by the clinical supervisor or the treatment team.	Independently documents treatment and continuing care plans which are timely, clear, complete, and concise.	Records treatment and continuing care plans meeting agency standards, comply with applicable administrative rules, and are useful in guiding individualized services to the client.
Competency 112: Record progress of client in relation to treatment goals and objectives.	Appreciates the value of meaningfully linking clinical evaluation, treatment objectives, and the recording of progress in order to provide effective comprehensive care to the client.	Clearly links the treatment objectives in the timely recording of client response to treatment activities and progress toward those objectives.	Enters timely notes in the clinical record clearly indicating progress toward treatment objectives, difficulties encountered in meeting those objectives, and recommendations for making modifications in client care.	In the context of the client's objectives records changes in the client's status, behavior and level of functioning, emphasizing client's strengths, limitations, and the need to make modifications in the treatment plan.
Competency 113: Prepare accurate and concise discharge summaries.	Describes the essential components of a discharge summary.	Accurately records a summary of the client's participation and assessment of progress as directed by the clinical supervisor or treatment team.	Prepares concise summary of the client's participation and progress toward treatment objectives including the participation of significant others and descriptive examples of treatment progress and challenges.	Prepares a concise yet thorough summary of client's response to delivered services including a summary of the role that the treatment activities and challenges encountered have played in the overall context of the client's life.
Competency 114: Document treatment outcome, using accepted methods and instruments.	Is familiar with a number of accepted measures for gathering data in the assessment of treatment outcome.	Gathers and records outcome data in a manner consistent with methods defined by the agency.	Assesses and summarizes treatment outcome information, gathered during and/or following treatment.	Assesses and documents treatment outcome in a manner that identifies successful components of care and services within the treatment program which do not yield expected outcomes.

VIII. Professional & Ethical Responsibilities	Counselor Technician	Counselor I	Counselor II	Clinical Supervisor
<p>Competency 115: Adhere to established professional codes of ethics that define the professional context within which the counselor works to maintain professional standards and safeguard the client.</p>	<p>Possesses a beginning understanding of laws, regulations and codes of ethics which define the professional standards for providers of treatment for substance use disorders and related health conditions.</p>	<p>Respects and conforms to ethical standards and scope of practice and demonstrates openness to modifying personal behaviors and attitudes when they conflict with ethical guidelines.</p>	<p>Conforms professional behavior in accord with client rights and responsibilities, nondiscriminatory practices and maintenance of clear professional boundaries in carrying out the role and responsibilities of the professional service provider.</p>	<p>Engages in self, peer and supervisory assessment of clinical skills and practices in order to assure the delivery of clinical services consistent with the highest quality of care.</p>
<p>Competency 116: Adhere to Federal and State laws and agency regulations regarding the treatment of substance use disorders.</p>	<p>Is familiar with the variety of laws and agency regulations governing the delivery of substance use disorder treatment.</p>	<p>Conforms behavior to agency policies and procedures and state/federal statutes regulating substance use disorder treatment.</p>	<p>Appreciates and values regulations related to the delivery of clinical services and interprets those regulations in a manner that protects client rights and safety.</p>	<p>Interprets and applies regulations, policies, and procedures, making ethical decisions in unique situations in a manner consistent with the intent of those regulations.</p>
<p>Competency 117: Interpret and apply information from current counseling and psychoactive substance use research literature to improve client care and enhance professional growth.</p>	<p>Is familiar with a variety of scientific and best practice resources for expanding professional knowledge, skills, and attitudes.</p>	<p>Seeks to apply research based knowledge and skills to the delivery of clinical services.</p>	<p>Regularly reviews professional and research-based literature in a career long pursuit of expanding professional knowledge, skills, and attitudes.</p>	<p>Applies professional knowledge to the improvement of clinical practices and service delivery design to reflect advances in the field.</p>
<p>Competency 118: Recognize the importance of individual differences that influence client behavior, and apply this understanding to clinical practice.</p>	<p>Recognizes individual differences among people having both similarities and contrasting differences in personality, culture, lifestyles, and other factors influencing behavior.</p>	<p>Demonstrates respect for cultural and lifestyle differences among clients in the treatment setting.</p>	<p>Recognizes personal biases and adapts therapeutic strategies to clients having different cultural backgrounds and expressions of lifestyle.</p>	<p>Possesses sufficient knowledge and skills to accurately assess and provide effective care for the needs of individuals from a variety of cultural contexts and lifestyles.</p>
<p>Competency 119: Use a range of supervisory options to process personal feelings and concerns about clients.</p>	<p>Understands the variety of ways supervision can</p>	<p>Participates in regularly scheduled supervision</p>	<p>Seeks supervisory feedback and voluntarily processes clinical experience in order</p>	<p>Utilizes supervision and/or consultation to maintain</p>

	contribute to the maintenance and improvement of counselor/client relationships.	including problem solving, performance based feedback and processing of clinical situations.	to increase awareness and maintain appropriate clinical boundaries.	self awareness and enhance professional growth.
Competency 120: Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance.	Is familiar with legal, ethical, and professional standards of clinical service delivery and methods for assessing professional strengths and limitations.	Seeks feedback from colleagues and supervisors regarding clinical strengths and limitations.	Periodically participates in self assessment of professional knowledge and skills related to one's scope of practice.	Engages in an on-going assessment of strengths, weaknesses and limitations as part of a continuous process of professional growth and development.
Competency 121: Obtain appropriate continuing professional education	Appreciates the need for continuing education to both maintain and improve professional knowledge and skills.	Selects and participates in continuing education programs meeting needs identified in consultation with colleagues and supervisors.	Seeks continuing education in response to professional training needs.	Takes personal responsibility to seek out a variety of education and training experiences to enhance professional development.
Competency 122: Participate in ongoing supervision and consultation.	Is familiar with popular models of clinical and administrative supervision and the nature of the supervisory relationship.	In the context of supervision, identifies professional strengths and limitations.	Utilizes supervision to secure performance feedback, resolve clinical dilemmas, and assure the establishment of effective recovery plans.	Seeks supervisory or collaborative assistance to maintain and enhance clinical services at the highest level of effectiveness.
Competency 123: Develop and use strategies to maintain one's physical and mental health.	Appreciates the importance of maintaining physical, mental, and recovery health.	Locates and accesses resources to achieve physical, mental, and recovery health.	Secures regular assessment of health status and acts to enhance physical, mental, and recovery health.	Models self-care and a healthy lifestyle employing strategies enhancing physical, mental, and recovery health.