

# **CATEGORIES OF COMPETENCE**

## **Category 1 - Data Collection**

Collection of necessary information regarding client's history and present lifestyle to assess their relationship to the addiction/abuse process. This includes:

- knowledge of the elements to be included in a complete client history,
- asking appropriate questions which will generate information, and
- analyzing data presented relative to accuracy and relevancy.

## **Category 2 - Diagnosis of Alcohol/Drug Dependence**

The ability to formulate a diagnosis. This includes:

- knowledge of diagnostic indicators of alcohol/drug dependence,
- differentiating between substance abuse dependency and/or alcohol/drug dependency as a primary diagnosis and other social/psychological categories,
- determining appropriateness of admission or referral,
- observing and recording behavior not indicated in primary diagnosis,
- formulating client's personal and diagnostic data into meaningful information in order to ensure proper treatment, and
- integrating the diagnosis of alcohol/drug dependency with case history.

## **Category 3 - Initiating Treatment**

The ability to initiate treatment. This includes:

- assessing the motivational level of the client,
- determining the type and frequency of treatment necessary,
- obtaining a treatment commitment from the client,
- setting realistic goals for treatment,
- prioritizing goals and objectives,
- obtaining mutual understanding between counselor and client of roles, responsibilities, and potential limitations of the treatment process, and
- formulating and assisting the client to utilize the treatment plan.

## **Category 4 - Crisis Response**

The ability to recognize crisis situations and determine appropriate action. This includes:

- identifying a crisis,
- determining its severity,
- formulating appropriate crisis response procedures, and
- recognizing medical emergencies.

## **Category 5 - Human Growth and Development**

The knowledge and understanding of the various dimensions of human growth and development. This includes:

- physical, social, emotional and intellectual development,
- deficient developmental patterns,
- relating life crisis situations to substance abuse potential,
- recognizing the positive and negative influences of the home and family environment on individual development, and
- utilizing this knowledge in a systematic and realistic counseling strategy.

### **Category 6 - Counseling**

The knowledge and understanding of various counseling approaches; including their philosophy, methods, objectives, techniques, and applicability to the treatment of the substance abusers. This includes:

- knowledge of counseling approaches and their underlying theories,
- formulating one's own style of counseling based on these approaches,
- implementing one's approach,
- knowledge of functional and dysfunctional dynamics within the counseling situation,
- identifying these dynamics within counseling situations,
- applying specific counseling approaches in substance abuse counseling, and
- coordinating and synthesizing counseling approaches in order to update and individualize treatment plan.

### **Category 7 - Therapeutic Relationship**

The ability to structure and conduct a therapeutic experience which facilitates the client's personal and social growth. This includes:

- interacting in a manner consistent with the client's needs,
- knowledge of how the physical environment relates to the counseling process,
- establishing and maintaining rapport,
- assisting the client in gaining insight into unrecognized problems,
- the ability to empathize,
- facilitating the clients use of problem solving techniques,
- interpreting non-verbal behavior, and
- accurately communicating information regarding the use of mood altering substances.

### **Category 8 - Evaluation**

The ability to evaluate the effectiveness of counseling and client progress. This includes:

- receiving and responding to supervisory feedback,
- measuring client progress in behavioral terms,
- identifying factors responsible for treatment outcome, and
- modifying one's own behavior as agreed upon in supervision.

### **Category 9 - Termination and Follow-up**

The ability to facilitate the appropriate termination of the client-counselor relationship. This includes:

- determining when termination is appropriate,
- formulating a discharge plan with the client, and
- assisting the client in implementing the discharge plan.

### **Category 10 - Recordkeeping**

The ability to accurately, concisely, and completely record information regarding the client and his/her treatment. This includes:

- taking notes accurately and compiling information,
- documenting client's progress or lack of the same,
- writing a treatment plan,
- communicating case information in written form, and
- writing a discharge summary.

### **Category 11 - Verbal Communication**

The ability to verbally communicate client behavior to inter and intra agency support staff. This includes:

- communicating a sense of knowledge, confidence, and leadership,
- summarizing the treatment process, and
- communicating a clear description of client behavior and its relevance to client issues.

### **Category 12 - Regulatory Issues**

The knowledge and understanding of the relevance of state and federal regulations, ethical practices, and client rights. This includes knowledge of:

- relevant NH State laws pertaining to substance abuse, intervention, treatment and counseling,
- relevant federal laws, and
- regulations governing client confidentiality and client's rights.

### **Category 13 - Community Utilization**

The ability to identify, mobilize, and coordinate those existing resources in such a manner as to benefit the client. This includes knowledge of:

- cultural and environmental influences affecting client behavior;
- ancillary services offered in the community,
- limitations of own and other treatment facilities,
- applicable professional literature in the field of substance abuse from state, federal and private resources,
- basic methodology of Alcoholics Anonymous, Alanon and Alateen,
- basic methodology of other alcohol and drug treatment programs,
- intervention systems relating to early identification and treatment of substance abuse,
- the ability to refer to other community resources when appropriate,
- incorporating other treatment resources; consultation, supervision, education, etc.
- contacting and incorporating the family in the treatment process when appropriate,
- coordinating the above factors in order to assure systematic treatment, and
- demonstrating the use of professional literature in the field of substance abuse.

### **Category 14 - Alcohol and Drugs**

The knowledge and understanding of alcohol and other drugs including their effects on the human body. This includes knowledge of:

- major classifications of mood altering substances,
- most common drugs within each classification,
- effects of most common drugs on the human body,
- quantitative levels of alcohol and their effects,
- drug interaction, synergism, and potentiation, and
- resources to identify unknown drugs.

### **Category 15 - Sociological Factors**

The knowledge of the sociological factors associated with alcohol and drug abuse. This includes knowledge of:

- various cultural influences (past and present),
- effects of client's addictive lifestyle on the family, peer group, employment situation, etc.
- alcohol/drug subculture's effect involved in supporting the client in the addictive lifestyle,
- relationship of substance abuse to other sociological variables; abuse and neglect, other types of victimization, divorce, crime, etc. and
- sociological factors relating to substance abuse particular to special populations: race, age, sex, occupation, geographic location.

### **Category 16 - Physiological/Medical Factors**

The knowledge of the physiological/medical factors associated with substance abuse. This includes knowledge of:

- long and short term physical effects of substance abuse,
- long and short term effects of withdrawal,
- tolerance, addiction tolerance, and cross tolerance,
- neurological effects and body processes involved in recovery,
- nutritional effects and body processes involved in recovery,
- effect of use and abuse of drugs on prenatal development,
- genetic research relating to substance abuse,
- physiological/medical factors relating to substance abuse particular to special populations - race, age, sex, occupation, and geographic location, and
- the ability to recognize a medical emergency relating to substance abuse.

### **Category 17 - Psychological/Psychiatric Factors**

The knowledge of the psychological/psychiatric factors associated with substance abuse. This includes knowledge of:

- short and long term psychological effects of substance abuse,
- psychological factors relating to substance abuse particular to special populations - race, age, sex, occupation and geographic location,
- recognizing the mentally ill substance abusers,
- psychological defense mechanism, and
- psychological effects of withdrawal.

### **Category 18 - Treatment**

The knowledge of treatment issues and processes associated with alcoholism and drug addiction. This includes the knowledge of:

- various treatment components of the continuum of care - outpatient services, individual/group/family counseling, inpatient rehabilitation, halfway/quarterway houses, medical detox, social setting detox, crisis intervention, and aftercare and follow-up,
- progression of addiction,
- progression of recovery,
- appropriate and inappropriate use of psychoactive drugs, and
- the ability to recognize and verbalize sexual issues as part of treatment.