

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Updated 6/4/02

### SUBSTANCE ABUSE COUNSELOR

DOT: 045.107-058 / O\*NET-SOC: 21-1011.00 SVP 8

**Job Description:** Counsels and aids individuals and families requesting assistance dealing with substance abuse problems, such as alcohol and drug abuse. Physical Demands - Sedentary w/occasional lifting, carrying, or moving (up to 10 pounds); General Educational Development - R5 M3 L5; Aptitudes - Above average General Learning Ability and Verbal - Average Numerical.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate knowledge of substance abuse problems, counseling procedures and treatment techniques. (I, S)
2. Can demonstrate knowledge of and appropriately detect signs and symptoms of chemical dependency. (I, S)
3. Can demonstrate knowledge of related Federal, State, and local statutes as they pertain to substance abuse. (S)
4. Can demonstrate and apply knowledge of professional conduct and ethics. (I, S)
5. Can demonstrate ability to appropriately interview clients to obtain substance abuse history, personal background, and insight into clients self esteem. (I, S, IN)
6. Can demonstrate proper techniques used to determine client's suitability for recovery program. (I, S, IN)
7. Can demonstrate ability to review records and past performance of clients and confer with other professionals to evaluate condition of clients. (I, S, IN)
8. Can demonstrate ability to formulate individual programs for treatment and rehabilitation. (I, S, IN)
9. Can demonstrate ability to effectively counsel clients individually and/or in group sessions to assist clients identify their concerns, consider solutions, find resources, and provide support during crises. (I, S, IN)
10. Can demonstrate ability to effectively counsel family members to assist in dealing with and providing support for client. (I, S, IN)
11. Can demonstrate ability to effectively and appropriately refer clients to support services (i.e. medical evaluation, social services, etc.), and follow through to assure the services are adequate. (R, I, S, IN)
12. Can demonstrate ability to monitor the condition of clients, evaluate progress of therapy and adapt treatment as necessary to benefit the clients recovery. (R, I, S, IN)
13. Can demonstrate ability to formulate and conduct programs for substance abuse prevention. (R, I, S, IN)
14. Can demonstrate ability to prepare and maintain timely and concise reports and case histories on clients. (I, S, IN)
15. Can demonstrate ability to prepare documents for presentation in court and accompany client to court as needed. (I, S, IN)
16. Can effectively and appropriately communicate with a variety of individuals and/or agencies involved in the clients recovery. (I, S, IN)