

CORE FUNCTIONS – DEFINITIONS

SCREENING – Determination of a client's appropriateness and eligibility for admission to a particular program.

INTAKE – The administrative and initial assessment procedures for admission to a program.

ORIENTATION – Describing to the client:

- General nature and goals of the program
- Rules governing client conduct and infractions that can lead to disciplinary action or discharge
- In a non-residential program, the hours during which services are available
- Treatment costs to be borne by the client, if any, and;
- Client's rights

ASSESSMENT – those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.

TREATMENT PLANNING – process by which the counselor and the client:

- Identify and rank problems needing resolution
- Establish agreed upon immediate and long term goals, and
- Decide on a treatment process and the resources to be utilized

INDIVIDUAL COUNSELING –

- Exploration of a problem and its ramifications
- Examination of attitudes and feelings
- Consideration of alternative solutions, and
- Decision-making

COUPLES/FAMILY COUNSELING –

- Exploration of a problem and its ramifications within the system
- Examination of attitudes and feelings (including reduction of blame)
- Consideration of alternative solutions, and decision-making
- Ability to create a productive neutral environment supportive to the system

GROUP COUNSELING –

- Ability to orient members and build trust/safety within the group given group purpose
- Attentive to assessment of stage of group development
- Attentive to assessment of group roles/dynamics
- Ability implement interventions based on assessment

CASE MANAGEMENT – Activities that bring services, agency resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.

CRISIS INTERVENTION – Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.

CLIENT EDUCATION – Provision of information to individuals and groups, concerning alcohol and other drug abuse and the available services and resources.

REFERRAL – Identifying the needs of the client that cannot be met by the counselor or agency and assisting the client to utilize the support systems and community resources available.

REPORTS AND RECORD-KEEPING – Charting the results of the assessment and treatment plan; writing reports, progress notes, discharge summaries and other client-related data.

COORDINATION OF CARE – Relating with our own and other professionals to assure comprehensive, quality care for the client.