

4.1 KNOWLEDGE EXPECTED OF THE CERTIFIED COUNSELLOR

A. Ethics

1. Knowledge of how to guarantee the dignity and welfare of the client.
2. Knowledge of how to establish and protect the professional relationship between counsellor and client based upon respect and objectivity.
3. Knowledge of how to provide professional services within the competency of the I.C.A.D.C. designation.
4. Knowledge of how to preserve, protect and respect the client's right to confidentiality.
5. Knowledge of how to maintain professional relationships with other professionals, institutions, and agencies, as well as the client's family/significant other and employers when applicable.
6. Knowledge of how to maintain personal standards of behaviour consistent with I.C.A.D.C. certification.
7. Knowledge of professional responsibility to be committed to ongoing personal and professional growth and development.

B. Human Behaviour

1. Knowledge of the dynamics of:
 - a.) Psychological functioning
 - b.) Social adaptation
 - c.) Physical health
 - d.) Vocational development
2. Knowledge of the attitudes, values and lifestyles of various cultures and special populations and how these impact treatment.
3. Knowledge of how alcohol and drug use effects human behaviour, attitudes, values and lifestyles.
4. Knowledge of the inter-relationship between human behaviour, cultural influences, societal norms, including laws and alcohol and/or drug abuse.
5. Knowledge of the impact of human sexuality, sexual dysfunction and sexual orientation on treatment.

C. Signs and Symptoms of Alcohol and Other Drug Abuse Including Pharmacological Factors

1. Knowledge of the effects of depressants, stimulants, narcotics, inhalants, hallucinogens, marijuana, over-the-counter drugs and anti-depressants on the body – both psychological and physiological effects.
2. Knowledge of the signs and symptoms of the above chemicals as they manifest themselves in the following situations and how such awareness serves to effect treatment planning:
 - a.) Use, misuse and abuse: to recognize when a person is taking the above chemicals appropriately and inappropriately;
 - b.) Dependence/addiction: to identify when a person is physically and/or psychologically dependent on the above chemicals and to know the appropriate treatment interventions;
 - c.) Withdrawal: to recognize when a person is exhibiting signs of withdrawal from the above substances and to be able to indicate safe and appropriate methods of withdrawal; and
 - d.) Overdose/toxicity: to identify when a person has taken an excessive amount of drugs that may endanger his/her health and/or life; to know the signs, symptoms and appropriate treatment approaches for an overdose of the above substances.
3. Knowledge of the effects of alcohol and other drug use, misuse and abuse in relation to the following: individual body chemistry, gender, age, pregnancy, other medical problems, other diagnosis, setting, dose, drug combinations, routes of administration, tolerance and withdrawal symptoms.
4. Knowledge that alcohol and other drug-related psychological, physical and other medical problems may exist (e.g., fetal alcohol syndrome, organic brain syndrome, AIDS, drug-induced psychosis, etc.) and the recognition of their signs and symptoms, indicating a need for additional medical, psychological and social assessment.
5. An understanding of complications resulting from the use of more than one mood/mind altering drug including cross tolerance, potentiation and multiple psychological and physiological dependence.
6. An awareness of the dynamics of the addiction process including the physiological mechanisms, genetics/heredity factors and the disease process of addiction as it affects the bio-psycho-social-spiritual dimensions of a client's life.
7. Knowledge of the behaviour patterns of alcohol and other drug dependent persons.
8. Knowledge of how to access recognized pharmacological reference materials (for example, The Compendium of Pharmaceuticals & Specialties, Physicians Desk Reference, American Medical Association Drug Evaluations, Goodman & Gillman's

Pharmacological Basis of Therapeutics, and/or Cox Jacobs, LeBlanc and Marshman's Drugs and Drug Abuse.

- D. A Working Knowledge of Alcohol and Other Drug Abuse/Dependency As It Relates to the Family
1. Knowledge of family dynamics: specifically, the roles assumed by family members, enabling behaviours and the effects of addiction on children.
 2. Knowledge of family dynamics: specifically how the values of functional and dysfunctional families impact the treatment and recovery process.
 3. Knowledge of the family's response to the progressive nature of alcohol and drug dependency, as well as knowledge of intervention techniques to address these issues.
 4. Knowledge of the cultural, ethnic, gender and age issues impacting the development of treatment strategies.
- E. Counselling Approaches, Philosophies, Methods and Objectives
1. Knowledge of the theory and techniques of at least three therapeutic approaches other than self-help philosophies.
 2. Knowledge of the practical application of these approaches to counselling:
 - a.) Individuals
 - b.) Significant others (spouse, family, employer)
 - c.) Groups
 3. Knowledge of the implications of counselling approaches as they impact upon various ethnic and economic groups, and other special populations.
 4. Knowledge of techniques to evaluate therapy progress and outcome of treatment.
 5. Knowledge of the value and role of spirituality in the recovery process.
- F. The Continuum of Care
1. Knowledge of the mechanisms involved in coordinating a client's total treatment.
 2. Knowledge of the techniques and strategies for crisis resolution.
 3. Knowledge of the services (prevention, intervention, treatment, continuing care, self-help groups, etc.) available to the client and to the community, including the limitations of each service.
 4. Knowledge of the relevant social services (financial, marriage, vocational, sexual counselling, etc.) which are not designed specifically for the alcohol and other drug

abuser, including knowledge of client eligibility, referral procedures, follow-up mechanisms and the limitation of each service.

5. Knowledge of the philosophy, policies and practices of appropriate and voluntary self-help groups.

G. Federal, Provincial and Local Laws: Administrative Rules and Regulations

1. Knowledge of the limitations and applications of laws, administrative rules and regulations that directly relate to the use and abuse of alcohol and other drugs, including commitment and protective placement procedures, if any.
2. Knowledge of the laws, regulations and current judicial decisions, if any, in regard to the counsellor's relationship to the client and his/her family, with respect to confidentiality and the client's rights.

H. Provincial/Local Alcohol and Drug Abuse Service System

1. Knowledge of the provincial and local resources agencies, organizations, facilities and centres that are directly concerned with alcohol and other drug use and abuse.
2. Knowledge of how to utilize these resources to obtain information, materials, training and consultation.

4.2 SKILLS EXPECTED OF THE CERTIFIED COUNSELLOR

A. Client Assessment and Referral

1. The ability to complete the client intake process.
2. The ability to initiate and continue the client assessment process.
3. The ability to interpret and assess case records.
4. The ability to develop a treatment plan based upon the client's needs and strengths.
5. The ability to assess the treatment plan for the purpose of evaluation and/or modification.
6. The ability to identify and direct the client to additional resources and services best suited for the individual's needs.
7. The ability to maintain follow-up with the client, and with service providers, to assure that the client's needs are met.

B. Counselling

1. Demonstrated ability in the **appropriate** use of communication skills of:
 - a.) Active listening
 - b.) Leading
 - c.) Summarizing

- d.) Reflection
 - e.) Interpretation
 - f.) Confrontation
 - g.) Self-disclosure
2. Demonstrated ability to establish an effective counselling relationship with the client by demonstrating:
 - a.) Warmth
 - b.) Respect
 - c.) Genuineness
 - d.) Empathy
 - e.) Concreteness
 - f.) Appropriate boundaries
 3. The ability to work with individual clients and/or families and groups:
 - a.) Clarifying dysfunctional behaviour, and its ramifications for the individual client.
 - b.) Motivating the client to participate actively in counselling sessions, and to enable the client to develop functional behaviour.
 - c.) Developing and implementing individual counselling programs according to the client's needs.
 - d.) Providing problem solving, goal setting, and decision-making techniques in conjunction with clients.
 - e.) Dealing with closure with individual/group counselling.
 4. The ability to develop and co-ordinate the designated continuum of services needed by the client.
 5. The ability to maintain case follow-up.
- C. Case Management and Record Keeping
1. The ability to handle efficiently, co-ordinate and be present to the client throughout the counselling process, from initial intervention or intake, through disposition, closure and continuing care.
 2. The ability to maintain up-to-date, accurate and understandable case files and records including history, intervention, intake, progress reports, staffing, referral dispositions and closure.
 3. The ability to treat client records in accordance with federal, provincial, and agency confidentiality regulations, and with the client's best interest uppermost. This includes careful and professional disclosure in the discussion of material and/or specific client concerns in consultation, referral, or client advocacy, in inter- or intra- agency settings.
 4. The ability to demonstrate skill in verbal and written communications with co-workers and supervisors.

5. The ability to obtain, maintain and keep current community resources and services to enhance client treatment.

D. Client Education

1. The ability to provide current and accurate information and education to the client and family members to prevent initiation or progression of the disease of alcoholism and drug dependency.
2. The ability to acknowledge and respect cultural and lifestyle diversities as they relate to emotional, spiritual and physical health with all clients, family members and significant others to affirm differences through accepting attitudes and behaviours.
3. The ability to assist clients, family and significant others in the recognition of the role of defence mechanisms (especially denial and minimization) through confrontation, teaching and eliciting feedback, in order to further the recovery process.
4. The ability to provide education for the client about self-help groups by supplying appropriate information in order to encourage participation.
5. The ability to provide relevant education to the client, family members and significant others through formal and informal processes to introduce specific knowledge to support their recovery processes.
6. The ability to provide alcohol and drug education to schools, service clubs, business, industry and labour, media representatives, political and community leaders and other significant persons to raise awareness and enhance community support.

E. Professional Responsibility

1. The ability to assess one's training needs and to obtain appropriate continuing education to met these needs.
2. The ability to maintain and protect solid therapeutic boundaries between counsellor and client.
3. The ability to protect, within the norms of the law, the confidentiality of the client.
4. The ability to interface and consult with appropriate professional resources to protect and enhance the treatment of the client.
5. The ability to be clear about the parameters of one's competency and to be able to refer to other professionals when one is beyond his/her competency.