

**SECTION 4**  
**KNOWLEDGE AND SKILLS**

## 46.1 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.

### **46.2 SKILLS EXPECTED OF THE CERTIFIED COUNSELLOR**

#### **Domain 1: Clinical Evaluation**

##### **Number of Questions: 21**

- Demonstrate effective verbal and non-verbal communication to establish rapport.
- Discuss with the client the rationale, purpose, and procedures associated with the screening and assessment process to facilitate client understanding and cooperation.
- Assess client's current situation, including signs and symptoms of intoxication and withdrawal, by evaluating observed behavior and other available information to determine client's immediate needs.
- Administer the appropriate screening and assessment instruments specific to the client's age, developmental level, culture, and gender in order to obtain objective data to further assess client's current problems and needs.
- Obtain relevant history and related information from the client and other pertinent sources in order to establish eligibility and appropriateness to facilitate the assessment process.
- Screen and assess for physical, medical and co-occurring disorders that might require additional assessment and referral.
- Interpret results of data in order to integrate all available information, formulate diagnostic impressions, and determine an appropriate course of action.

-Develop a written summary of the results of the assessment in order to document and support the diagnostic impressions and treatment recommendations.

### **Domain 2: Treatment Planning**

#### **Number of Questions: 15**

- Discuss diagnostic assessment and recommendations with the client and concerned others to initiate an individualized treatment plan that incorporates client's strengths, needs, abilities, and preferences.
- Formulate and prioritize mutually agreed upon problems, immediate and long-term goals, measurable objectives, and treatment methods based upon assessment findings for the purpose of facilitating a course of treatment.
- Use ongoing assessment and collaboration with the client to review and modify the treatment plan to address treatment needs.

### **Domain 3: Referral**

#### **Number of Questions: 9**

- Identify client needs which cannot be met in the current treatment setting.
- Match client needs with community resources considering client's abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status to remove barriers and facilitate positive client outcomes.
- Identify referral needs differentiating between client self-referral and direct counselor referral.
- Explain to the client the rationale for the referral to facilitate the client's participation with community resources.
- Continually evaluate referral sources to determine effectiveness and outcome of the referral.

### **Domain 4: Service Coordination**

#### **Number of Questions: 6**

- Identify and maintain information about current community resources in order to meet identified client needs.
- Communicate with community resources concerning relevant client information to meet the identified needs of the client.
- Advocate for the client in areas of identified needs to facilitate continuity of care.
- Evaluate the effectiveness of case management activities through collaboration with the client, treatment team members, and community resources to ensure quality service coordination.

- Consult with the client, family, and concerned others to make appropriate changes to the treatment plan ensuring progress toward treatment goals.
- Prepare accurate and concise screening, intake, and assessment documents.

### **Domain 5: Counseling**

#### **Number of Questions: 39**

- Develop a therapeutic relationship with clients, families, and concerned others in order to facilitate self-exploration, disclosure, and problem solving.
- Educate the client regarding the structure, expectations, and limitations of the counseling process.
- Utilize individual and group counseling strategies and modalities to match the interventions with the client's level of readiness.
- Continually evaluate the client's level of risk regarding personal safety and relapse potential in order to anticipate and respond to crisis situations.
- Apply selected counseling strategies in order to enhance treatment effectiveness and facilitate progress towards completion of treatment objectives.
- Adapt counseling strategies to match the client's needs including abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.
- Evaluate the effectiveness of counseling strategies based on the client's progress in order to determine the need to modify treatment strategies and treatment objectives.
- Develop an effective continuum of recovery plan with the client in order to strengthen ongoing recovery outside of primary treatment.
- Assist families and concerned others in understanding substance use disorders and utilizing strategies that sustain recovery and maintain healthy relationships.
- Document counseling activity to record all relevant aspects of treatment.

### **Domain 6: Client, Family and Community Education**

#### **Number of Questions: 15**

- Provide culturally relevant formal and informal education that raises awareness of substance use, prevention, and recovery.
- Provide education on issues of cultural identity, ethnic background, age, sexual orientation, and gender in prevention, treatment, and recovery.
- Provide education on health and high-risk behaviors associated with substance use, including transmission and

prevention of HIV/AIDS, tuberculosis, sexually transmitted infections, hepatitis, and other infectious diseases.

-Provide education on life skills, including but not limited to, stress management, relaxation, communication, assertiveness, and refusal skills.

-Provide education on the biological, medical, and physical aspects of substance use to develop an understanding of the effects of chemical substances on the body.

-Provide education on the emotional, cognitive, and behavioral aspects of substance use to develop an understanding of the psychological aspects of substance use, abuse, and addiction.

-Provide education on the sociological and environmental effect of substance use to develop an understanding of the impact of substance use on the affected family systems.

-Provide education on the continuum of care and resources available to develop an understanding of prevention, intervention, treatment, and recovery.

### **Domain 7: Documentation**

#### **Number of Questions: 15**

-Protect client's rights to privacy and confidentiality according to best practices in preparation and handling of

records, especially regarding the communication of client information with third parties.

-Obtain written consent to release information from the client and/or legal guardian, according to best practices

and administrative rules, to exchange relevant client information with other service providers.

-Document treatment and continuing care plans that are consistent with best practices and applicable administrative rules.

-Document client's progress in relation to treatment goals and objectives.

-Prepare accurate and concise reports and records including recommendations, referrals, case consultations, legal reports, family sessions, and discharge summaries.

-Document all relevant aspects of case management activities to assure continuity of care.

-Document process, progress, and outcome measurements.

### **Domain 8: Professional and Ethical Responsibilities**

#### **Number of Questions: 30**

-Adhere to established professional codes of ethics and standards of practice in order to promote the best interests of the client and the profession.

-Adhere to jurisdictionally-specific rules and regulations regarding best practices in substance use disorder

treatment in order to protect and promote client rights.



- Recognize individual differences of the counselor and the client by gaining knowledge about personality, cultures, lifestyles, gender, sexual orientation, special needs, and other factors influencing client behavior to provide services that are sensitive to the uniqueness of the individual.
- Continue professional development through education, self-evaluation, clinical supervision, and consultation in order to maintain competence and enhance professional effectiveness.
- Identify and evaluate client issues that are outside of the counselor's scope of practice and refer to other professionals as indicated.
- Advocate for populations affected by substance use and addiction by initiating and maintaining effective relations with professionals, government entities, and communities to promote availability of quality services.
- Apply current counseling and psychoactive substance use research literature to improve client care and enhance professional growth.

INFORMMATION ON 4.2 provided by:

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