



Addictions Internship Learning Goals Guide

Suggested Guidelines for Use

1. During the first few sessions of supervision, take a moment to review the Learning Goals Guide and highlight during the internship process when the tasks in each 12 core function will be completed.
2. Interns/field instructors may use the “Tasks” column to indicate what tasks at the agency will be completed to demonstrate competency.
3. The “Date Added” column may be used to indicate what date the field instructor/intern begins observing/completing the task and the “Date Completed” may be used to indicate the date the task has been completed.

Competency 1: Screening

	Practice	Tasks	Date Added	Date Completed
1A	Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug use and abuse.			
1B	Determine the client's appropriateness for admission or referral.			
1C	Determine the client's eligibility for admission or referral.			
1D	Identify any coexisting conditions (medical, psychiatric, physical, etc.) that indicate the need for additional professional assessment and/or services.			
1E	Adhere to applicable laws, regulations and agency policies			

	governing alcohol and other drug abuse services.			
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Competency 2: Intake

	Practice	Tasks	Date Added	Date Completed
2A	Complete required documents for admission to the program.			
2B	Complete required documents for eligibility and appropriateness.			
2C	Obtain appropriately signed consents when soliciting from or providing information to outside sources to protect confidentiality and rights.			

Competency 3: Orientation

	Practice	Tasks	Date Added	Date Completed
3A	Provide an overview to the client by describing program goals and objectives for client care.			
3B	Provide an overview to the client by describing program rules, and client obligations and rights.			
3C	Provide an overview to the client of program operations.			

Competency 4: Assessment

	Practice	Tasks	Date Added	Date Completed
4A	Gather relevant client history including alcohol and other drug abuse using appropriate interview techniques.			

4B	Identify methods and procedures for obtaining corroborative information from significant secondary source regarding client's alcohol and other drug abuse and psycho-social history.			
4C	Identify appropriate assessment tools.			
4D	Explain to the client the rationale for the use of assessment.			
4E	Develop a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments to provide an integrated approach to treatment planning based on the client's strengths, weaknesses, and identified problems and needs.			

Competency 5: Treatment Planning

	Practice	Tasks	Date Added	Date Completed
5A	Explain assessment results to client in an understandable manner.			
5B	Formulate agreed upon immediate and long-term goals using behavioral terms in the written treatment plan.			
5C	Identify the treatment methods and resources to be utilized as appropriate for the individual client.			

Competency 6: Counseling (Individual, Group, and Significant Others)

	Practice	Tasks	Date Added	Date Completed
6A	Select the counseling theories that apply.			
6B	Apply technique(s) to assist the client, group, and/or family in exploring problems and ramifications.			
6C	Apply technique(s) to assist the client, group and/or family in examining the client’s behavior, attitudes, and/or feelings if appropriate in the treatment setting.			
6D	Individualize counseling in accordance with cultural, gender, and lifestyle differences.			
6E	Interact with the client in an appropriate and therapeutic manner.			
6F	Elicit solutions and decisions for the client.			
6G	Implement the treatment plan.			

Competency 7: Case Management

	Practice	Tasks	Date Added	Date Completed
7A	Coordinate services for client care.			
7B	Explain the rationale of case management activities to the client.			

Competency 8: Crisis Intervention

	Practice	Tasks	Date Added	Date Completed
8A	Recognize the elements of the client crisis.			
8B	Implement an immediate course of action appropriate to the crisis.			
8C	Enhance overall treatment by utilizing crisis events.			

Competency 9: Client Education

	Practice	Tasks	Date Added	Date Completed
9A	Present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.			
9B	Present information about available alcohol and other drug services and resources.			

Competency 10: Referral

	Practice	Tasks	Date Added	Date Completed
10A	Identify need(s) and/or problems(s) that the agency and/or counselor cannot meet.			
10B	Explain the rationale for the referral to the client.			
10C	Attach clients' needs and/or problems to appropriate resources.			

10D	Adhere to applicable laws, regulations, and agency policies governing procedures related to the protection of the client's confidentiality.			
10E	Assist the client in utilizing the support systems and community resources available.			

Competency 11: Reports and Record Keeping

	Practice	Tasks	Date Added	Date Completed
11A	Prepare reports and relevant records integrating available information to facilitate the continuum of care.			
11B	Chart pertinent on-going information pertaining to the client.			
11C	Utilize relevant information from written documents for client care.			

Competency 12: Consultation With Other Professionals

	Practice	Tasks	Date Added	Date Completed
12A	Recognize issues that are beyond the counselor's base of knowledge and/or skill.			
12B	Consult with appropriate resources to ensure the provision of effective treatment services.			

12C	Adhere to applicable laws, regulations, and agency policies governing the disclosure of client-identifying data.			
12D	Explain the rationale for the consultation to the client, if appropriate.			