

SUBSTANCE ABUSE EDUCATION TASKS

APPLICANTS NAME:

A minimum of 180 hours of experience performing the following tasks must be documented with at least 8 hours in each of the twelve core functions. **Please provide transcripts for practicums & internships.** If tasks were completed on the job supervisors **must sign the form verifying EACH task completed and the number of hours completed.** Any supervisor that signs for hours on this form must be qualified to be an approved CSAC supervisor and they have to have completed "Supervisor Verification – page 19.

TASKS	# OF HOURS	INSTITUTION OR AGENCY	SUPERVISOR'S SIGNATURE (or course # and title of practicum / internship)	DATE
A. Screening clients and gathering information used in making the determination for the need for additional professional assistance.				
B. Intake of clients by performing the administrative tasks necessary for admission to a program.				
c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the clients.				
D. Assisting the client in identifying and ranking problems to be addressed, establish goals and agree on treatment processes.				
E. Implementation of a substance abuse treatment plan as directed by the supervisor.				
F. Implementation of case management activities that bring services, agencies, people and resources together in a planned framework of action to achieve established goals.				
G. Assitance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional or physical distress.				
H. Education of clients by providing information about drug abuse available services and resources.				
I. Facilitating the clients utilization of available support systems and community resources to meet needs identified in clinical evaluation of treatment planning.				
J. Reporting and charting information about client's treatment, progress, and other client-related data.				
K. Consultation with other professionals to assure comprehensive quality care for the client.				

NOTE: Groups and classes attended by the applicant as part of a therapy or treatment program will NOT be accepted as any part of the educational experience. ****Workshops, seminars and classroom hours – with the exceptin of internships and practicums – cannot be used in this section.**