

Northeastern State University
Addiction Counseling
Internship Activities : Twelve Core Functions
of the Alcohol and Other Drug Abuse Counselor

1. Screening: The process by which a client is determined appropriate and eligible for admission to a particular program.
2. Intake: The administrative and initial assessment procedures for admission to a program.
3. Orientation: Describing to the client the general nature and goals of the program.
4. Assessment: Those procedures by which a counselor/program identifies and evaluates and individual's strengths, weaknesses, problems, and needs for the development of the treatment plan.
5. Treatment Planning: The 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 the treatment methods and resources to be used.
6. Counseling: The utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions, and decision making.
7. Case Management: Activities intended to bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals.
8. Crisis Intervention: Those services that respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.
9. Client Education: Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
10. Referral: The identification of client's needs that cannot be met by the counselor or agency and assisting the client to use the support systems and community resources available.
11. Reports and Record Keeping: Charting the results of the assessment and treatment plan; writing reports, progress notes, discharge summaries, and other client related data.
12. Consultation: Relating with counselors and other professionals in regard to client treatment to assure comprehensive quality care for the client.