

## **CAAP Job Task Analysis – Revised June 2011**

### **DOMAIN 1: CLINICAL COMPETENCE**

1.1 - Establish a helping relationship with the person receiving services by demonstrating empathy, respect, and genuineness in order to build rapport.

1.2 - Assist in gathering information.

1.3 - Understand and utilize placement criteria.

1.4 - Work as part of a treatment team to assist the person receiving services in formulating measurable service/recovery goals.

1.5 - Monitor the behavior of the person receiving services in order to measure response to service/recovery goals.

1.6 - Provide relevant education to the individual and family through formal and informal processes.

1.7 - Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services.

1.8 - Assist persons receiving services to obtain needed resources.

1.9 - Support participation in social, educational, spiritual, cultural, and recreational activities.

1.10 – Apply non-violent, passive crisis intervention techniques as needed to de-escalate/defuse behavior.

#### **Knowledge of:**

- Qualities, characteristics, needs, developmental level of population served.
- Documentation and mandatory reporting requirements.
- Client rights and responsibilities.
- Placement and level of care criteria.
- Purpose and components of a treatment/recovery plan.
- Substance abuse, mental health, co-occurring disorders and process addictions.
- Impact of addiction and recovery on the family system and its dynamics.
- Resources available to population served.
- Signs/symptoms of potential suicide, aggression, and self-destructive behaviors.
- Risk factors and rules/regulations regarding clients in crisis.

#### **Skill in:**

- Using strategies and techniques in reaching treatment/recovery goals.
- Using helping relationships to facilitate change, including modeling desirable behavior and reinforcing target behaviors.
- Using effective oral and written communication.
- Performing various tasks associated with quality client care.
- Applying non-violent, passive crisis intervention techniques as needed.

## **DOMAIN 2: PROFESSIONAL RESPONSIBILITY**

- 1.1 Comply with all rules/regulations governing the privacy/confidentiality of population served.
- 1.2 Adhere to all ethical standards/guidelines related to the provision of services.
- 1.3 Maintain appropriate boundaries with population served.
- 1.4 Recognize personal limitations in the provision of services and strive to enhance training and job skills.
- 1.5 Seek to work effectively with and learn from supervisors, peers, and other providers.
- 1.6 Provide services without discrimination and in a culturally competent manner.

### **Knowledge of:**

- Federal and State confidentiality laws.
- Code of Ethical Conduct.
- Professional Scope of Practice.
- Collaborating with supervisors, peers, and other service providers.
- Agency policy and procedures.
- Personal strengths and limitations.
- Cultural diversity.

### **Skill in:**

- Adhering to ethical guidelines.
- Adhering to Federal/State laws and regulations.
- Recognizing and respecting client diversity.
- Conducting personal and professional self-evaluations.
- Recognizing and addressing the need for continuing education.

- Participating in supervision/consultation.
- Practicing personal wellness.
- Recognizing and addressing personal biases.
- Recognizing and demonstrating appropriate boundaries in all interactions.
- Using technology/social networking in an appropriate and ethical manner.

### **DOMAIN 3: SYSTEMS INTEGRATION**

1.1 - Identification and development of appropriate resources to assist individuals.

1.2 – Communicate purpose of referral to individual and why the resource is in their best interest.

#### **Knowledge of:**

- Resources, services, and activities.
- Fees, eligibility requirements, or other criteria of each service or activity.
- Process to access these services, resources, and activities.
- Scope and limitations of these resources, services, or activities.
- Ability of these services, resources, and activities to respond to individuals with special needs.
- Special needs of the individual and link/refer individual with appropriate resource.
- Assistive technology.
- Advocacy with resources to ensure that individual's needs are being addressed in a timely manner.
- Benefits the resource will provide the individual.
- Barriers/fears of individual which jeopardizes linking with appropriate resource.
- Methods used to ease transition of individual to resource.

#### **Skill in:**

- Effective communication.
- Matching need of individual to appropriate resource.