



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

COUNSELING AIDE II (SOCIAL LIVING SKILLS)

D.O.T. CODE 195.367-026

O*NET CODE 27305C

(Completion of a registered apprenticeship program in “Counseling Aide I – Social Living Skills” is a prerequisite for entry into this apprenticeship. Equivalent experience, as determined by the sponsor, and with the concurrence of the Apprentice Training Representative, may be substituted.)

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Conducting Orientations for New Inmates</u>	100
1. Explaining purpose of orientation session.	
2. Describing purpose of the institution; its programs and resources.	
3. Encouraging and motivating inmates to participate in programs.	
4. Using audio-visual aids and/or handouts during presentation.	
B. <u>Conducting Needs Assessment Interviews</u>	200
1. Observing applicable confidentiality laws, regulations and policies.	
2. Explaining purpose of interview to individual client.	
3. Fact-finding and information gathering.	
4. Assessing learning levels.	
5. Selecting appropriate job skills tests and interest inventories.	
6. Administering and scoring job skills tests and interest inventories.	
7. Using effective listening skills.	
8. Employing effective methods to control the scope and length of interview.	
9. Recording information and scores.	

- C. Conducting Group Peer Guidance 450
1. Observing applicable confidentiality laws, regulations and policies.
 2. Selecting subject matter for session, using basic curriculum guide and knowledge of institution's and community's social services network.
 3. Organizing material and outlining format of session.
 4. Using public speaking skills to present information to group participants.
 5. Leading discussion of issues; facilitating group discussion.
 6. Employing effective listening skills.
 7. Using audio-visual aids and/or handouts.
 8. Using effective methods for controlling length and scope of participants' remarks; employing time management techniques.
 9. Submitting referrals to institutional or community resources; assisting clients in obtaining and completing necessary forms and documents.
 10. Identifying clients who may benefit from individual counseling; referral of these clients to professional counselor.
 11. Keeping written record of sessions.
- D. Conducting Individual Counseling 450
1. Observing applicable confidentiality laws, regulations and policies.
 2. Reviewing written Pre-Release files to become familiar with client's goals, needs and program participation. Answers questions, if any, from Counseling Aide I about these files.
 3. Establishing rapport and trust.
 4. Explaining purpose of session to client.
 5. Determining or clarifying client's status and/or problems.
 6. Using effective listening skills.
 7. Assisting client in recognizing problems and understanding their nature.
 8. Researching a wide variety of sources to provide specific educational material on such subjects as substance abuse, HIV, availability of various social services.
 9. Assisting client with in-depth exploration of problems and identifying appropriate therapeutic techniques for the particular inmate.

- D. Conducting Individual Counseling – continued
10. Assisting client in readjustment to life outside the institution, including such considerations as: family matters, employment and education.
 11. Referring client to appropriate services inside or outside institution goals; determining next steps.
 12. Reviewing client's progress toward overall counseling.
 13. Intervening in and managing crises.
 14. Keeping written record of sessions.
- E. Academic Tutoring 200
1. Reviewing client's level of understanding of particular subject.
 2. Reviewing available instructional materials and making recommendations to professional staff on tests and exercises.
 3. Planning subject matter to be covered in session; gathering necessary books, learning aids, etc.
 4. Tutoring clients in such basic academic subjects as math and reading.
 5. Testing, or otherwise determining, client's comprehension of new material.
- F. Liaison with Outside Agencies and Individuals 200
1. Contacting community-based organizations in writing to request information or assistance; using proper grammar and observing business correspondence conventions.
 2. Soliciting agency experts to give presentations to clients on various topics.
 3. Assisting clients in corresponding with outside agencies and family to take care of business matters; checking for proper grammar and correct business format.
- G. Record-Keeping, Reporting, Consulting 200
1. Preparation and maintenance of case folder for each client.
 2. Completing standard forms.
 3. Preparing narrative reports.
 4. Reporting significant information and events to professional counselor.
 5. Synthesizing all available information about individual client; working with professional

G.	<u>Record-Keeping, Reporting, Consulting</u> – continued counselor to address problems and needs of client, both short-term and long-term.	
6.	Participating in meetings with facility supervisors; discussing pre-release issues, providing input and making recommendations.	
7.	Reading professional journals and similar materials to keep up-to-date on developments in the field of counseling.	
H.	<u>Monitoring Counseling Aide I's</u>	200
1.	Orienting new apprentices in Counseling Aide I program.	
2.	Providing on-the-job training to Aide I's.	
3.	Evaluating individual progress of apprentices; certifying that they have attained specified skill levels.	
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Total Hours		2,000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>.

APPENDIX B
COUNSELING AIDE II (SOCIAL LIVING SKILLS)

RELATED INSTRUCTION

Safety (general and occupational)

Advanced Interviewing Skills

Drug and Alcohol Awareness

HIV Awareness

Introduction to Abnormal Psychology

Advanced Self-Esteem Building Skills

Overview of Current Counseling Theories

Developing Short and Long-term Progress Goals for Clients

Principles of Adult Learning

Leading and Facilitating Group Discussion

Time Management

Crisis Intervention

Fundamentals of Supervision

First Aid (minimum 6.5 hours every 3 years)

Sexual Harassment Prevention Training (3 hours minimum)

Americans with Disabilities Act Overview

Other Related Courses as Necessary

144 Hours of Related Instruction are required for each Apprentice for each year.