



Human Service Credential in Substance Use Disorders *A Providers' Council Program*

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Module 01: Introduction to Addiction Services and Professionalism

The purpose of this module is to provide an introduction to addiction services and additional material on professionalism and professional boundaries. The module concludes with a discussion of cultural responsiveness and diversity.

After completing this module, you should be able to:

1. Describe the substance use disorders field.
2. Identify the standards for professionalism in the workforce.
3. Describe the importance of diversity and principles of cultural responsiveness.
4. Define the role of the direct support professional including maintaining professional boundaries.
5. Identify substance use and addictions service models, programs, and services.



Module 02: Participant Empowerment

The purpose of this module is to establish the basis of defining empowerment, client choice, and the role of the direct support professional in responding to and supporting client change.

After completing this module, you should be able to:

1. Understand the importance of respect and ways to demonstrate respect for individuals.
2. Demonstrate the ability to assess, teach, and support an individual to make choices based on their preferences.
3. Understand and support an individual's rights and responsibilities.
4. Enhance the ability of each person to lead a self-determining life.
5. Describe the dignity of risk and right to failure.

Module 03: Communication

The purpose of this module is to learn about communication skills as well as the importance of good communication in professionalism.

After completing this module, you should be able to:

1. Identify effective listening and verbal communication strategies at all levels of the organization.
2. Describe how speech and language disorders affect communication.
3. Define internal, external, and distance communications and the role of professionalism in each.
4. Describe the importance of confidentiality and how to maintain confidentiality in all communications.
5. Communicate respectfully with and about individuals they support.



Module 04: Assessment

Assessments provide us with information that will help us determine the supports and services necessary to help individuals in their rehabilitation and recovery. The purpose of this module is to introduce you to the different types of assessments that are done, and how they relate to the process of recovery.

After completing this module, you should be able to:

1. Describe the purpose of assessments.
2. List the different types of assessments and the information gathered in each.
3. Describe or record examples of behavior in an objective manner.
4. Describe the importance of clearly defining and recording behaviors to respond to the needs, desires, and interests of each participant.
5. Define informal and formal assessments.

Module 05: Community Supports and Service Networking

The purpose of this module is to help to familiarize you with the community supports and resources that are available to clients, and to understand more of the successes and challenges clients face in the community.

After completing this module, you should be able to:

1. Describe formal and informal resources available in the community.
2. Support community participation and integration.
3. Research, develop and maintain information on community and other resources that meet individual community support needs, including leisure and recreation.
4. Support individuals in establishing and maintaining relationships with family and friends per the individual's choice.
5. Support individuals in developing new relationships in the community that promote "natural" supports and that assist becoming integrated in the recovery and self-help communities.



Module 06: Supporting Skills Development

The purpose of this module is to demonstrate the importance of skill development and demonstrate your role in teaching individuals new skills that will help them realize their full potential and lead to a more independent life that can be challenging and satisfying. The module describes strategies and tools that you can use to assist you in this important task.

After completing this module, you should be able to:

1. Describe and demonstrate a variety of teaching methods with clients.
2. Describe and demonstrate positive feedback and reinforcement procedures.
3. Describe planning and demonstrate how to follow a plan for successful teaching.
4. Describe and demonstrate how to assess what motivates behavior and use positive behavioral support.

Module 07: Advocacy

The purpose of this module is to help you explore ways to work with the individuals you support to gather information related to a situation that may require advocacy. You will also become aware of human rights, legal and other issues that affect all of us, including people using substance use disorder and addictive disorders programs. We will also review some advocacy strategies available to you and to clients.

After completing this module, you should be able to:

1. Describe the diverse challenges facing clients (e.g., human rights, legal, administrative, financial) and effective advocacy strategies to overcome these challenges.
2. Identify advocacy issues by gathering information, reviewing and analyzing all aspects of the problem.
3. Recognize current laws, services and community resources to assist and educate individuals to secure needed supports.
4. Facilitate, assist and/or represent the individual when there are barriers to their service needs and inform and influence decision makers when appropriate to overcome barriers to services.
5. Interact with and educate community members and organizations (e.g., employers, landlords, civic organizations) when relevant to participant's needs or services.



Module 08: Vocational, Educational and Career Support

The purpose of this module is to learn how to apply teaching techniques to community participation, career and vocational growth and other educational tasks that will enhance a person's community participation, risk-taking and increased choice making.

After completing this module, you should be able to:

1. Demonstrate an understanding of the role of career pursuits in recovery.
2. Demonstrate the ability to support individuals as they plan career steps and translate their dreams into career goals and objectives.
3. Demonstrate the ability to assist the individual to navigate the system of social security work incentives and rent subsidies so that the individual can successfully build a career.
4. Describe how to and demonstrate the ability to assist an individual making career and work choices.

Module 09: Crisis Intervention

The purpose of this module to introduce you to the skills and knowledge needed to ensure safety and well-being for the individuals you support, your colleagues and yourself. Potential crisis situations are identified. This training does not endorse any specific physical interventions.

After completing this module, you should be able to:

1. Describe crisis prevention, intervention, and resolution techniques and match these techniques to particular circumstances and individuals.
2. Define "crisis" and recognize the events or conditions that often come before an individual's crisis in order to prevent the crisis or keep it from getting worse.
3. List the steps for intervening in a crisis to manage both physical and social actions to promote safety of the individual, others, and the environment.
4. Describe how to secure appropriate backup support and assistance through the resources of your agency, service system, and community.
5. Document and report crisis in the appropriate manner.



Module 10: Documentation

The purpose of this module is to define the process of and reasons for recording information in a defined format about supported individuals that helps communicate important information to others. The module also covers confidentiality, HIPAA, CFR-42 and stigma in documentation.

After completing this module, you should be able to:

1. Demonstrate an understanding of the regulations related to mandated documentation.
2. Demonstrate an understanding of the purposes of documentation and how and when to present information objectively and concisely.
3. Demonstrate knowledge of the variety of paper and electronic forms used for documentation for individuals with disabilities.
4. Demonstrate knowledge of and sensitivity to the negative effects of language in documentation and how to reduce stigma and discrimination in written materials.
5. Demonstrate knowledge about the requirements for documentation in their organization and is able to execute these requirements efficiently.

Module 11: Health and Safety for Children and Adolescents

This purpose of this module on health and safety is to introduce the basic concepts of nutrition, healthy life styles, symptoms and signs of illness, medication issues, responding to environmental emergencies, and safety issues and practices.

After completing this module, you should be able to:

1. Describe the basic concepts of nutrition, dietary needs, and medication management.
2. Identify symptoms and signs of illness and risk behaviors.
3. Identify the steps for promoting client safety and responding to environmental emergencies.
4. Describe basic good health practices that promote healthy lifestyles.
5. Describe the importance of infection control and the role of standard precautions.