

Partial Listing of Counselor Competencies

Name: _____

Date: _____

Rating Scale

1 = Understands- comprehends the tasks and functions of counseling

2 = Developing- Applies knowledge and skills inconsistently

3 = Competent- Consistent performance in routine situations

4 = Skilled- Effective counselor in most situations

5 = Master-Skillful in complex counseling situations

Section I: Professional Responsibility

1. Individual Supervision- Self Rating _____

Comes prepared to each session with needed materials, questions organized, and any research complete and initiates part of the interactive dialogue with supervisor; listens carefully and understands suggestions made and consistently makes an attempt to incorporate suggestions and review their effectiveness with supervisor after their utilization, or is able to justify why a suggestion was not used; initiates interaction/discussions outside of set supervision as needed and always seeks clarification in unfamiliar situations; has definite goals for achievement in the supervisory process.

Describe your strengths and challenges for this rating: _____

2. Group Supervision- Self Rating _____

Eagerly listens to suggestions made by peers within group supervision with dynamic interaction with group members both in terms of engagement in own work and engagement of other group members' work; is able to accept both praise and criticism (feedback) of work that is framed in an appropriate manner; consistently makes attempt to incorporate suggestions and reviews their effectiveness with group after their utilization or is able to justify why a suggestion was not used; communicates how peer comments and involvement are a beneficial and rewarding part of the training process.

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3. Completion of Paperwork- Self Rating _____

Accurately completes all paper work that is required in neat, readable, concise manner; hands in all work on time without reminders; expresses information clearly and effectively through written communication.

Describe your strengths and challenges for this rating: _____

4. Professional Behavior- Self Rating _____

Exhibits professional behavior within clinical sessions; understands and maintains appropriate interactions and boundaries with clients; expresses information clearly and effectively through oral communication; dresses appropriately; demonstrates knowledge of current professional literature; is respectful of client and supervisor appointment times; provides client with full attention in session; attends professional development activities when applicable.

Describe your strengths and challenges for this rating: _____

5. Ethical Behavior- Self Rating _____

Understands and utilizes ACA Code of Ethics and/or other appropriate ethical codes as guidance for professional behavior and as a basis for decision making; thinks ethically by integrating knowledge and application of ethics with innate and acquired clinical wisdom; readily seeks consultation on ethics for unique or unusual situations.

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Section II: Theoretical and Procedural Knowledge

1. Initial Intakes- Self Rating _____

Demonstrates ability to easily develop rapport with new clients, making them feel at ease; shows respect to client; is able to communicate authentic caring to client vs. being just a good technician; is able to identify the real problem which brings the client to counseling; thoroughly covers all areas of client development which are associated with the presenting problem; is able to correctly assess risk factors such as homicide, suicide, and inability to care for self.

Describe your strengths and challenges for this rating: _____

2. Diagnostic and Case Conceptualization Skills- Self Rating _____

Is able to identify salient features of client and when appropriate derive DSM diagnosis; able to formulate case hypotheses; able to express conceptual framework and formulate appropriate strategies/interventions; requests feedback on difficult to diagnose clients and utilizes this feedback in diagnostic decision making.

Describe your strengths and challenges for this rating: _____

3. Counseling Theories and Techniques- Self Rating _____

At least 90% of the time, is able to apply counseling theories and techniques which are appropriate for the specific client and clinical situation in such a manner that indicates strong knowledge of both theories and their accompanying techniques; demonstrates an ability to use a pluralistic and integrated approach to clinical work.

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4. Establishing Counseling Relationship- Self Rating _____

At least 90% of the time, makes a conscious effort to employ the core conditions of counseling: empathy, unconditional positive regard, genuineness, and concreteness/intentionality.

Describe your strengths and challenges for this rating: _____

5. Listening Skills- Self Rating _____

Demonstrates competent use of all levels of listening skills, including all of the lower listening/attending skills and the higher level skills, such as feedback and reflection of meaning.

Describe your strengths and challenges for this rating: _____

6. Knowledge of Systems- Self Rating _____

Demonstrates understanding of the roles of the client, the self as counselor, role of self as it impacts clients, role of history of self and client, and interactive nature of all systemic roles with the new systemic relationship formed between counselor/client.

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7. Understanding Client's Reality- Self Rating _____

Utilizes initial clinical interview and appropriate continued questioning to ascertain the reality of each client and appropriately adapts techniques, theory, and personal affect (i.e. humor, creativity, etc.) to meet the client at client's phenomenological reality; treatment goals reflect an in-depth level of understanding about the client.

Describe your strengths and challenges for this rating: _____

8. Counselor Judgment- Self Rating _____

Demonstrates good and exemplary ethical judgment with each client, which indicates a deep and complex grasp of issues involved and a sense of where future progress is possible for that particular client; displays good timing of interventions in the counseling process.

Describe your strengths and challenges for this rating: _____

9. Case Management- Self Rating _____

Understands the need for assessments, consultations, and referral of clients and demonstrates knowledge of sources for such consultation and referral, and is willing to seek such for the benefit of the client; works effectively with outside agencies in order to maintain treatment continuity.

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10. Agency Policy and Procedures- Self Rating _____

Completes paperwork that is required by agency in an expedient manner; is cooperative in adhering to agency rules and policies; demonstrates commitment to mission statement of agency or department by embrace of that mission statement as evidenced by daily interaction with peers and clients. In cases, where the agency has policies or procedures that are unethical, attempts are made to address the policy in a respectful manner.

Describe your strengths and challenges for this rating: _____

11. Spiritual and Religious Dimensions- Self Rating _____

Demonstrates openness to and empathy with client's spiritual and religious experiences, beliefs, and practices; can integrate these understandings with conceptualization of the client as a whole; is able to assess the relevance of spiritual and religious themes to the client's therapeutic issues; demonstrates ability to discuss personal spiritual and religious history and current beliefs and show their connection with counselor identity; identifies limits to tolerance of spiritual and religious beliefs and practices which differ from one's own and can work professionally with these limits.

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12. Multicultural Counseling Dimensions- Self Rating _____

Demonstrates awareness of the impact of culture including race, age, gender, sexual orientation, national origin, region, language, and socioeconomic status; including its effect on the counseling relationship as well as the client's reality and subjective life experiences. Incorporates cultural factors in theoretical and conceptual understanding of the client and incorporates counseling strategies and approaches to incorporate relevant culture considerations. Avoids cultural encapsulation by actively learning about diverse cultures.

Describe your strengths and challenges for this rating: _____

Section III: Personal and Professional Development

1. Self Evaluation of Counseling Skills- Self Rating _____

Consciously makes an effort to improve counseling skills through utilization of video tapes, professional resources including supervisor, peers, texts, journals, and other appropriate methods; acknowledges that no one is perfect in terms of skills and that improvement can always be made; presents new ideas for improvement of skills; able to assess self relative to an outside criteria.

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2. Personal Growth- Self Rating _____

Demonstrates awareness of the need to continue to grow as an individual and to strive toward balance in all areas of own life through participation in a wide range of recreational and professional activities, reading of diverse sources, discussions of various community and world topics with colleagues, etc.; able to establish and maintain healthy boundaries in all areas of life.

Describe your strengths and challenges for this rating: _____

3. Counseling Style Development- Self Rating _____

Exhibits conscious effort to develop own personal style of counseling that is congruent with own personality and career goals; is aware of own strengths and areas of weakness and has sufficient understanding of various counseling theories to be able to “fit” theories and techniques to own personal style so that performance in sessions seems to be a natural outgrowth of behavior and personal interaction outside the counseling session; knows career goals and develops skills that are congruent with those goals.

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4. Interactions with Colleagues- Self Rating _____

Exhibits respectful and courteous behavior toward colleagues (including administrators, supervisors, peers) as defined by such behaviors as respect of others' values and preference for techniques, respect for others' work loads and time commitments; avoidance of transmittance of gossip and manipulation of others for personal gain; is successful as a team member.

Describe your strengths and challenges for this rating: _____

5. Willingness to Work on Personal Issues- Self Rating _____

Recognizes and/or acknowledges personal issues which may interfere with performance as a counselor and is willing to take necessary steps (i.e. seek counseling for self) to resolve such issues sufficiently so as to provide excellent counseling service to others.

Describe your strengths and challenges for this rating: _____

Professional Development Plan- Name: _____ **Date** _____

Select three of the above rated competency areas to focus on. Consider the knowledge, skills, and attitudes relevant to achieving the target competency.

Competency Area # _____

What knowledge do you need? _____

What skills are required? _____

Which attitudes are necessary? _____

What activities will you the counselor engage in to achieve the stated goal? _____

2nd Competency

Competency Area # _____

What knowledge do you need? _____

What skills are required? _____

Which attitudes are necessary? _____

What activities will you the counselor engage in to achieve the stated goal? _____

3rd Competency

Competency Area # _____

What knowledge do you need? _____

What skills are required? _____

Which attitudes are necessary? _____

What activities will you the counselor engage in to achieve the stated goal? _____
