

Listing of main categories of direct service skills

SKILLS ASSESSMENT

Overall Skill Category

Skill Category: Direct Services

Sample

General Skill	Specific Components of General Skill	How Learned	How Documented	Rating*
Intake/Assessments <ul style="list-style-type: none"> Bio/Psycho/Social Functional Assessment Substance Abuse Risk of Hospitalization Self-determination Suicidal Medical 	I am able to <ul style="list-style-type: none"> Ask a series of questions that are relevant to assessment involved Probe, asking more information so that questions are not closed ended Use DSM IV to predict abuse or dependence Use the DENS ASI Document all information given by client and compose narrative Conduct prospective screenings, interviews and evaluations 	AA degree in Substance Abuse Treatment from Baltimore County Community College Intake-Specialist I at Gaudenzia	AA degree Curriculum Summary Job description Sample intake on John Doe with all relevant paperwork	3
[2 nd general skill listed]	<ul style="list-style-type: none"> Etc. 	Etc.	Etc.	Etc.

Breakdown of each general skill into its sub-skills/components. Watch the initial word for each bullet point; make sure all are the same form (all -ing verbs or all -ed verbs or all present tense or whatever)

Job held, courses taken, trainings attended in which skill was learned, developed.

List of documents to be included in portfolio to prove skill

***Rating Scale:**

- 1 = beginner
- 2 = satisfactory
- 3 = proficient
- 4 = expert

explains what numbers in rating column mean

