

# Sample

Describes context in which skill is exercised

## Paragraph from Skills Narrative

The mission statement of Gaudenzia, an adult substance abuse treatment center, is to treat the still-suffering addict mentally, emotionally, and spiritually.

Names first skill area

am an Intake Specialist I. In my job function, I provide assessments and intake

Provides detail

for clients awaiting admission. These assessments include bio/psycho/social,

Explains how skill is done, mentioning sub-tasks and specific techniques

functional, substance abuse, risk of hospitalization, self determination, suicidal,

and medial. During the time of assessment, I ask a series of questions that are

relevant to any assessment involved. For example, during the time of assessment

and evaluation, I meet with the prospective client to complete intake and

assessment paperwork such as releases and informed consent. The skill of

probing helps me gather more information and avoid closed-ended questions. The

*Diagnostic and Statistical Manual of Mental Disorders* (DSM IV) and the DENS

Addiction Severity Index (ASI) are tools that I use as well to diagnose abuse

and/or dependence and to find adequate placement for clients. With this

information, I compose a narrative which follows the client throughout his or her

treatment. I provide assistance and/or referrals for clients who cannot be admitted

due to inappropriate medical or psychiatric conditions and track those data for the

daily census. I also communicate with units with respect to discharge dates,

change in episode, and transfers from different levels of care.

Completes description and transitions to next skill

*...Narrative would continue, providing similar descriptions of other main skill areas.*

Provides specific names, theories, as appropriate