



STATE OF NEW YORK  
DEPARTMENT OF LABOR

APPENDIX A

COUNSELING AIDE I (SOCIAL LIVING SKILLS)

D.O.T. CODE 195.367-026

O\*NET CODE 27305C

This training outline is a minimum standard in terms of Work Processes and Related Instruction which are required to achieve skilled worker status. It is recognized that rapid technological and regulatory changes will frequently result in the need for mastery of additional on-the-job or theoretical instruction.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Conducting Orientations for Groups of Inmates</u>	250
1. Informing inmates about programs available at the facility.	
2. Motivating inmates to participate in available programs.	
3. Introducing inmates to the services available in the Community Preparation/Pre-Release Resource Center. Familiarizing them with areas which would be beneficial to their needs and development.	
4. Assessing inmate's abilities and interests and suggesting appropriate programming. Informing inmates of program request process after assessment.	
5. Conducting Pre-Release orientation for inmates entering that phase.	
6. Communicating mutual responsibilities; gaining commitment.	
B. <u>Gathering Initial Assessment Information</u>	200
1. Interviewing inmates to collect and record relevant information about their needs to be addressed in the Community Preparation/Pre-Release Program using correct grammar.	
2. Developing rapport and trust; building Counseling Aide – inmate relationship.	
3. Insuring confidentiality; reviewing policies and regulations.	
4. Practicing good listening/communication skills.	
5. Identifying inmates' functioning and training levels including math and reading.	

Counseling Aide I (Social Living Skills) – Continued

Approximate Hours

C. Meeting Individually with Inmates

400

1. Maintaining structure, scope and length of interview.
2. Facilitating goal setting and identifying steps to achieve goal(s) with inmate preparing for meeting with Parole Board or release.
3. Identifying and discussing educational, vocational, and personal problems which may be affecting inmate's progress; guiding inmate in their resolution.
4. Informing inmates of problem solving process.
5. Assisting inmates in recognizing their personal problems, identifying barriers, and strengthening family relations.
6. Providing information obtained about inmate's needs and goal(s) to the Pre-Release Coordinator.
7. Informing inmates of eligibility for special programs such as work release or vocational rehabilitation.
8. Assisting inmates to find employment.
9. Assisting inmates in securing personal documents such as Social Security cards, birth certificates, marriage certificates, DD214, etc.
10. Assisting inmates in securing and completing forms, such as: Medicare, Medicaid, veteran's benefits and TJTC applications.
11. Assisting inmate in follow-up of "reasonable assurance" letters addressing housing, financial aid, veteran's benefits, job services, etc., to insure service connections are in place prior to release.
12. Instructing inmates in proper use of standard business letters and correct grammar.
13. Assist in developing and composing personal resume.

D. Conducting Group Guidance and Information Classes

300

1. Planning, preparing and presenting information to groups; practicing public speaking, time management and maintaining order.
2. Guiding goal-oriented discussions within time constraints; encouraging supportive interaction.
3. Informing group of problems which may arise while meeting the Parole Board; assisting inmates in effective ways to address these problems.

<u>Counseling Aide I (Social Living Skills) – Continued</u>		<u>Approximate Hours</u>
D.	<u>Conducting Group Guidance and Information Classes - Continued</u>	
	4. Presenting issues and problems inmates face adjusting successfully to community life.	
	5. Using audio-visual aids and/or handouts in conjunction with presentation.	
	6. Using standardized curriculum, preparing and presenting classes on such topics as fear, anger, and self-control.	
	7. Advising inmates on issues surrounding family planning.	
E.	<u>Assisting with Facilitating Group Peer Counseling</u>	400
	1. Facilitating group discussions with inmates in the group.	
	2. Practicing group counseling techniques.	
	3. Facilitating peer group discussion within scope and time constraints; controlling length of individual remarks.	
	4. Facilitating exchange of diverse views, respecting individuals' rights to their views; providing chance for each individual to speak.	
	5. Practicing effective intervention techniques to bring group back to constructive movement toward goals.	
F.	<u>Establishing Contact and Working Relationships with Outside Agencies and Individuals</u>	200
	1. Identifying and contacting community organizations through business letters, requesting information or assistance, in conjunction with the Pre-Release Coordinator.	
	2. Practicing written techniques of soliciting commitments from outside agencies and individuals to assist inmates in securing assistance with their family or business issues.	
	3. Assisting inmates in proper written follow-up of reasonable assurance letters.	
	4. Assisting inmates in obtaining special Veterans' services and upgrading discharge status through appeals to Veterans' Administration.	
	5. Assisting inmates in accessing Social Services including Medicare, Medicaid, Food Stamps, Department of Labor and Bureau of Vital Statistics, etc.	

Counseling Aide I (Social Living Skills) – Continued

Approximate Hours

G. Recording-Keeping, Reporting and Communicating with Pre-Release Coordinator

250

1. Recording on file face sheet, inmate profile summary.
2. Recording in a prescribed format results of meetings, referrals and services rendered, using correct rules of spelling and grammar.
3. Completing variety of standard forms.
4. Communicating significant information to Coordinator of Pre-Release on timely basis.
5. Maintaining confidentiality of inmate file and reports.
6. Developing information packets for each pre-release inmate listing home locality resources and services.
7. Conducting self-quality checks of all records for correct usage, spelling and grammar.

Total Hours 2000

*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 I (SOCIAL LIVING SKILLS)  
RELATED INSTRUCTION

Safety

- Group Safety including emergency and fire procedures
- Personal Safety including defusing agitated individuals and groups
- First Aid (minimum 6.5 hours every 3 years)

Trade Theory

- Introduction to Sociology
- Social Theory, Social Structure and Change
- Introduction to Psychology
- Basic Human Development
- Basic Learning Theory
- Introduction to Counseling Theories

Trade Science

- Basic Interviewing and Communication Skills
- Individual Counseling and Relationship Building Techniques
- Community Resources and Human Service Systems
- Presentation Skills
- Group Guidance Techniques, including aiding group discussion
- Crises Prevention Techniques
- Planning Work Priorities and Managing Multiple Responsibilities
- Cultural Diversity
- Network Building
- Completing Forms, Report Writing, Business Correspondence and Editing
- Resume Writing
- Job Search Strategies
- Developing Positive Attitudes
- Exploring and Developing Self-Concept
- Facility Rules and Regulations, Laws and Parole System
- 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.