



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

COUNSELING AIDE (HIV/AIDS)

D.O.T. CODE 195.367-034

O*NET CODE 27308

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>Providing Counseling on HIV/AIDS</u>	600
1. Establishing rapport and trust with counselee by employing effective counseling techniques (such as reflecting) and by displaying positive regard to establish a counseling relationship with inmate client.	
2. Demonstrating good listening and attending skills to encourage counsees to discuss their feelings and emotions about HIV, AIDS.	
3. Encouraging counsees to think positively; offering words of advice and encouragement.	
4. Explaining to counsees the different types of tests given to detect presence of virus.	
5. Encouraging and/or advising inmate clients to take responsibility for inquiring about their medical condition and treatment.	
6. Observing applicable confidentiality policies.	
7. Advising counselee on types of risks, preventions, and treatments available; providing proper nutritional information/advice.	
8. Referring counsees to research information about HIV, AIDS available at places such as the library, AIDS Resource Center, Pre-Release Center; supplying information by request on safer sex practices, types of protection to use against the transmission of HIV, AIDS and other sexually transmitted diseases.	
9. Meeting with counsees to discuss next steps; monitoring their progress.	

Counseling Aide (HIV/AIDS) - Continued

Approximate Hours

A. Providing Counseling on HIV/AIDS Continued

10. Facilitating group counseling sessions on subjects related to HIV, AIDS, sexually transmitted diseases, life and death issues and feeling.
11. Referring clients in need of services inside and outside of institution to Pre-Release Coordinator or supervisory staff person.

B. Presenting Educational Seminars on Topics Related to HIV/AIDS

600

1. Researching topics to be presented using resources such as books, magazines, periodicals, brochures, referrals and videos.
2. Organizing materials to be used during class, setting up audio-visual equipment.
3. Teaching topics (such as HIV, AIDS, Sexually Transmitted Diseases, preventions, treatments) using public speaking skills to present information from resources such as magazine articles, books, videos, diagrams, citing sources of information taught.
4. Responding to inquiries by participants, answering questions, providing feedback, comments; clarifying information for better understanding by participants.
5. Maintaining order of class and focus on topic.
6. Encouraging participants to use materials and resources such as the library, books, magazines, resource room; disseminating information, materials to other inmate population and facility staff upon request.
7. Giving presentations to other organizations within facility as requested.
8. Assisting inmate clients in making contact with other organizations such as: housing and legal aide.
9. Soliciting agency experts to give presentations to participants on various topics related to HIV, AIDS or STD's.
10. Staffing AIDS Resource Center to answer inquiries; providing materials upon request on HIV, AIDS.

Counseling Aide (HIV/AIDS) - Continued

Approximate Hours

- C. Participating in Volunteer Hospital Buddy System
(Final determination of Buddy System Volunteers will be made by supervisory staff.)
1. Providing emotional support, comfort to patients experiencing feelings such as guilt, depression, isolation, fear, loneliness.
 2. Providing techniques such as stress reduction to help each patients' distress.
 3. Explaining information to patients on types of medical and/or drug treatment therapies being used.
 4. Feeding and/or encouraging patients to feed themselves.
 5. Assisting patients who have difficulty moving about facility by pushing wheelchair or offering arm support.
 6. Writing letter for patients, upon request, to families, friends, and significant others.
 7. Providing various other types of recreational activities to patients confined to hospital.

600

- D. Documenting Services, Updating and Maintaining Log Book and Resource Folder

200

1. Documenting services such as counseling activities, referrals, and materials provided in service log books; writing narrative monthly reports.
2. Following up requests for additional information made by counselee, inmates and other facility staff; recording results in logs.
3. Preparing and maintaining files containing Counselor Aide notes.
4. Keeping files in a secured place.
5. Destroying files upon client's release from facility.
6. Maintaining confidentiality of inmate file and reports.
7. Completing variety of standard forms; sending surveys and form letters to outside agencies requesting information and donations; assisting clients in corresponding with agencies and families to take care of business matters; purging and updating old information in resource folder and replacing with new information.

APPENDIX B
COUNSELING AIDE (HIV/AIDS)
RELATED INSTRUCTION

Safety

- General (including fire, electrical and emergency procedures)
- Occupational (including Universal Precautions and other infection controls;
Blood Borne and Air Borne Pathogens; proper lifting techniques)
- First Aid (minimum 6.5 hours every 3 years)

Trade Theory

- Social Theory, Social Structure and Change
- Introduction to Counseling Theories

Trade Science

- Basic Interviewing and Communication Skills
 - Individual Counseling and Relationship Building Techniques
 - Community Resources and Human Service Systems
 - Basics of Oral and Written Communication/Listening Skills
 - Group Guidance Techniques, including aiding group discussion
 - Overview of HIV Infection and AIDS
 - HIV/AIDS Education Techniques
 - HIV Test Counselor Training Program
 - Time Management and Organizational Skills
 - Public Speaking
 - Risk Management, Stress Management, Relaxation Techniques
 - Basics of Nutrition and Special Diets
 - Cultural Diversity and Religious Awareness
 - Death and Dying
 - Policies and Procedures on Patient Confidentiality
 - Developing Positive Attitudes
- Sexual Harassment Prevention Training (3 hours minimum)

144 Hours of Related Instruction are required for each Apprentice for each year.

New York State Education Department