

Behavioral Health Aide I Certification Checklist

Training

	General Orientation (28 hrs)
	Orientation to Behavioral Health Services (8 hrs)
	Ethics, Consent, Confidentiality, and Privacy (16 hrs)
	Human Development (8 hrs)
	Introduction to Behavioral Health Concerns (24 hrs)
	Introduction to Counseling (12 hrs)
	Introduction to Documentation (12 hrs)
	Introduction to Case Management (8 hrs)
	Working with Diverse Populations (12 hrs)
	Introduction to Group Counseling (8 hrs)
	Crisis Intervention (16 hrs)
	HIV/AIDS and Infectious Diseases (8 hrs)
	Community Approach to Prevention (8 hrs)
	Family Systems I (16 hrs)
	Maintaining Health, Wellness, and Balance (8 hrs)

Work Experience

1,000 hours providing village-based behavioral health services.

Date of Hire: _____

How to calculate: hours/week worked x weeks worked

Example: 40 hours/week x 25 weeks = 1000 hours

Example: 30 hours/week x 34 weeks = 1020 hours

Total Hours Worked: _____

Practicum

25 hours. Providing client orientation to services, including screening and initial intake, with appropriate case documentation.

25 hours. Providing case management & referral with appropriate case documentation.

35 hours. Providing village-based community education, prevention & early intervention with appropriate case documentation.

[illegible]

15 additional hours from any practicum area listed above.

Knowledge and Skills Demonstration

Develop **basic** skills and proficiency.

1. Working with Others
 - ☐ Communicate effectively
 - ☐ Build positive relationships
2. Cultural Competency and Individualizing Care
 - ☐ Deliver culturally relevant services
 - ☐ Obtain consultation on cultural issues
3. Professional and Ethical Practice
 - ☐ Fulfill responsibilities and commitments
 - ☐ Practice ethically
 - ☐ Obtain client consent
 - ☐ Maintain confidentiality and privacy
 - ☐ Manage stress and maintain personal health
4. Documenting
 - ☐ Complete required documentation
 - ☐ Respond to client requests to view records
 - ☐ Follow all documentation requirements and guidelines
5. Community Education and Advocacy
 - ☐ Provide education
 - ☐ Participate in prevention activities
 - ☐ Provide advocacy
6. Screening and Assessment
 - ☐ Gather information using multiple sources
 - ☐ Use screening and diagnostic tools
 - ☐ Assess and identify strengths and needs
7. Planning Services
 - ☐ Identify recommended goals and services
 - ☐ Support client and/or family member decision-making and developing the plan of care
 - ☐ Assist clients in developing personal plans
8. Linking to Community Resources
 - ☐ Identify recommended resources
 - ☐ Support client and family decision-making in selecting resources
 - ☐ Connect individuals and families to community resources
9. Providing Services
 - ☐ Coordinate care
 - ☐ Assist with medication management
 - ☐ Provide individual counseling
 - ☐ Manage crises
10. Professional Development
 - ☐ Seek opportunities to improve knowledge, skills, and abilities.
 - ☐ Use supervision effectively