

RESPONSIBILITIES OF COUNSELORS/SOCIAL WORKERS

- To respect the dignity and to promote the welfare of clients at all times;
- To explicitly explain to clients the nature of all services provided;
- To inform clients about issues such as, but not limited to, the following:
 - The purposes, goals, techniques, procedures, limitations, potential risks, and benefits of services;
 - The counselor's qualification, credentials, and relevant experience;
 - The continuation of services upon the incapacitation or death of a counselor;
- To take steps to ensure that clients understand the implications of diagnosis, the intended use of test and reports, fees, and billing arrangements.
- To safeguard information about clients that are obtained through examinations, interviews, testing, consultation or treatment;
- To refrain from role conflicts such as business arrangements or intimate social and/or sexual relations with clients;
- To follow appropriate and accepted psychological/psychiatric diagnostic and treatment practices within our levels of expertise and competence;

RIGHTS OF CLIENTS

- To have the right to confidentiality and to be provided with an explanation of its limitations;
- To obtain clear information about their records;
- To participate in the ongoing counseling plans;
- To refuse any services or modality change and to be advised of the consequences of such refusal.

RESPONSIBILITIES OF CLIENT

- To attend regularly scheduled sessions and to let counselor know if you are unable to make a session;
- To talk about what is bothering you as openly and honestly as you can;
- To complete any tasks or "homework" assignments you may be asked to do.
- To provide feedback about the counseling process. i.e. when your problems are solved, or when there is little or no progress.

Student's Signature

Date

Witness' Signature

Date