

# *Parent-Child Assistance Program (PCAP)*

UNIVERSITY OF WASHINGTON ADDICTIONS, DRUG AND ALCOHOL INSTITUTE  
SEATTLE, WASHINGTON (206) 543-7155  
<http://pcap.psychiatry.uw.edu>

## **PCAP Staff Boundaries & Standards**

### **Boundaries**

#### *PCAP staff members concur that they:*

- Will role model/discuss aspects of their personal lives they believe are beneficial/relevant to a client's progress and well-being, but will not discuss other aspects of their own personal lives. Ask yourself "Whose needs are being met?"
- Will not drink or drug with clients, their family members or friends, and may decide not to work with clients who are high.
- Will not give/sell medications (prescription or over the counter) to clients or client's family members, and will not accept/buy medications from clients.
- Will not buy cigarettes or provide cigarettes to clients. Staff members will not smoke in the presence of clients or their children, and have the right to ask clients not to smoke in their presence.
- Will not have access to clients' computer passwords or do personal computer work for clients.
- Will discuss sexual matters in a respectful, non-intrusive way, and only within a reasonable scope of advocacy practice (e.g. family planning topics, and assessment for sexual victimization counseling).
- Will not discuss personal, sensitive sexual topics, give examples from their own life, or ask clients about personal sexual information, and will discourage clients from revealing this kind of information.
- Will not engage in sexual activity with clients or clients' family members or friends.
- Will first get permission from a client or a client's older child before a hug, and before touching a client's younger child (e.g., changing diapers, helping into car seat).
- Will not establish personal friendships with clients, socialize outside the scope of work activities, or include clients as friends on social networking web sites. PCAP does not condone it nor do other professions.
- Will not invite clients to attend their own 12-step meetings, religious groups, or other support groups with them.
- Will not take clients or their children to their homes or permit them to spend the night.
- Will not buy goods or services from clients. PCAP will not allow clients to work at the PCAP office, or perform their community service there. PCAP staff will not hire clients for any service.
- Will not give or lend agency or personal property (e.g. office equipment, vehicles, etc.) to clients.
- Will not sell goods or services to clients.
- Will not allow clients to give them money, although a small gift or lunch is acceptable.
- Will not hold cash or keep a client's personal items, act as a protective payee, or co-sign on a contract or lease agreement, either for a client or for a client's family member or friend.
- Will not lend money or give money to clients, client family members or client friends.
- Will not discuss client flex-fund matters with clients; those funds are spent at the program's discretion.
- Will not use personal or work cell phones (placing or answering calls or text messages)
  - while working with a client or service provider other than to take care of business related to that case;
  - while in staff meetings, supervision, or trainings.

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- Will not include clients as ‘friends’ on social networking web sites (e.g. Facebook, Linked In).
- May choose to work with clients on the weekend or evening if the situation warrants, and will first discuss with and get approval from supervisor (e.g. to identify the therapeutic goal) if work activities are planned outside normal work hours. In the case of an emergency, supervisors are available at all times.
- May choose whether or not to return a call after work hours.

## **Standards**

### ***PCAP staff members concur that they:***

- Will role model honesty and integrity. Will not lie for a client (e.g. to obtain welfare or housing assistance, falsify urine screens, obtain satisfactory judgment in court). *Will not remain silent* if a client lies to a provider in front of you.
- Will keep the clients' confidentiality; always use Releases of Information.
- Will not divulge client information to family or friends.
- Will treat clients with respect and dignity.
- Will uphold promises they make to their clients and others (e.g., when they will be there, returning calls).
- Will not promise things that are unrealistic.
- Will try not to work harder than their clients.
- Will return phone calls/texts within 24 hours to other service providers.
- Will not act as experts in situations where they’re not. They will connect clients to appropriate service providers.
- Will not make assumptions about how the client feels.
- Will stay in control in problematic situations; will role model effective ways to express anger.
- Staff members will not get caught up in the emotions of the moment that could result in poor decisions that can negatively affect clients. It is better to not do something than to wish that you hadn’t later.
- Will not compromise their own health, values, morals or safety.
- Will be respectful in approaching other staff members in the office ("Is this a good time?").
- Will respect individual styles; will not gossip about each other to other staff or clients.
- Will do no harm.

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Printed Name

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Signature

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PCAP Site

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Date