

How to write those all-important KSAs



KSAs (Knowledge, Skills, and Abilities) What are they??? Why are they important?

You will be evaluated to determine if you meet the minimum qualifications required for a position; and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position. When describing your knowledge, skills, and abilities...be sure to give examples, explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, and the sensitivity of the issues you handled.

Here are the KSAs for the **Clinical Counselor** position. Describe your:

- Knowledge of social service policies procedures and regulations.
- Skill in crisis intervention.
- Ability to apply clinical and counseling techniques to diagnosis problems of individuals and families.

Start writing your KSAs by going back and looking at the job description and/or duties of the position.

The **Clinical Counselor** position specifies the following duties:

- **Duties:** Provides comprehensive clinical and case management service within the Counseling, Advocacy, and Prevention Program (CAP). Utilizes solution-focused, brief treatment modality in the delivery of individual, couples and family counseling. Develop and facilitate psycho-dynamic and/or psycho educational groups. Provide intake services and crisis intervention counseling. Conduct assessments of referrals to the Family Advocacy Program (FAP).
- **Use the words specified under Duties, and use the KSA words, make it easy for the reader.**

The most important thing you will do as you write your KSAs is to **TAKE YOUR TIME**

- **You must be extremely thorough, use the language in the Duties, and in the KSAs, this is your chance to show the reader what you really know about the field of counseling**
- Some people have 5-page answers for one KSA

- You can save them and use them again and again

Save your KSAs in a file on your computer, you can use them, tweak them, and then use them again.