

EMPLOYEE ASSISTANCE PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position with responsibility for the establishment and maintenance of an Employee Assistance Program. The incumbent would provide initial diagnosis and assessment service to any employee seeking help for any emotional, marital, alcohol or substance abuse, financial or similar problem. The incumbent would serve as a resource person on various available human service agencies in the community offering assistance.

TYPICAL WORK ACTIVITIES:

1. Provides initial counseling services to employees relating to problems;
2. Screens calls from employees calling the EAP;
3. Refers employees to other county services/agencies when necessary;
4. Maintains accurate records on the utilization of the employee assistance program;
5. Develops and maintains the confidentiality system for the employee assistance program;
6. Maintains references and contacts with county agencies and services through which employees may gain additional support;
7. Prepares reports as required by Program Supervisor;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the factors which contribute to mental, emotional, and social maladjustment and of therapeutic techniques to treat those affected; good knowledge of the principles and techniques of counseling; good knowledge of personality development; ability to organize work effectively; ability to maintain records; ability to communicate effectively, both orally and in writing; ability to establish satisfactory relationships with others; good judgment; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Social Work, Psychology or Counseling or a closely-related field.

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ADOPTED: 07/10/89