

EMPLOYEE ASSISTANCE PROGRAM COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position that involves the delivery of Employee Assistance Services (EAP) to contracted school districts and companies, their employees and family members. The incumbent will be expected to address social, emotional, and related difficulties, including but not limited to those that may adversely affect any employee's performance on the job. The work is performed under the direction of a higher-level school administrator. Supervision of others is not required of this position. An incumbent in this title may be required to work evenings and to travel between sites.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Provides EAP assessment, motivational treatment, education and referral services to employees and their family/support system, including review of presenting problems, current functioning and history;
2. Provides crisis intervention-CISD; mental health status examinations; substance abuse evaluations;
3. Formulates and implements a service plan for both self and management referrals;
4. Provides psycho-education workshops to employees/families of contracted companies including training of supervisors/managers of contracted companies regarding employee and/or organizational issues as well as wellness topics;
5. Completes written case record documentation as required within designated time frames, including notes on all collateral visits and other direct contacts;
6. Maintains case records pertaining to treatment goals and outcomes;
7. Completes quarterly reports and other statistical documentation as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and techniques of counseling;
Knowledge of human behavior and performance, mental psychological research methods and the assessment and treatment of affective disorders;
Skill in listening to what other people are saying and asking appropriate questions;
Skill in identifying the nature of problems;
Ability to organize work effectively;
Ability to maintain records;
Ability to communicate information and ideas so that others will understand;
Ability to establish satisfactory relationships with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

EMPLOYEE ASSISTANCE PROGRAM COUNSELOR (Cont'd)

MINIMUM QUALIFICATIONS:

Current licensure as a certified social worker by the New York State Department of Education and three years of post grad work experience, which included problem assessment, crisis intervention, substance abuse counseling, and training experience.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

HU9204

ADOPTED: 01/01/03