

EMPLOYEE ASSISTANCE PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for promoting the Employee Assistance Program concept in School Districts and BOCES. The employee conducts individual assessments and referrals and acts as a liaison between the schools and the off site EAP Provider. Supervision is received from a higher level Administrator. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Markets and coordinates EAP activities for participating school districts and BOCES;

Conducts and monitors confidential referral and follow-up to include interviewing, assessing and the motivation for treatment;

Ensures distribution of information and materials to schools and individuals;

Maintains accurate records and prepares reports on the utilization of the EAP;

Maintains references and contacts with agencies and services through which employees may gain additional support;

Establishes and coordinates activities of an advisory committee including the development of EAP policies and procedures for the consortium school districts;

Schedules and provides informational and training sessions;

Screens calls from employees calling the EAP.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the effects of alcoholism, substance abuse and other influences on behavior; working knowledge of the skills involved with crisis intervention, interviewing and evaluation; working knowledge of available community treatment programs; ability to make appropriate recommendations for treatment based upon information gained in interviews; ability to communicate effectively both orally and in writing; ability to secure the confidence and cooperation of others; ability to market the EAP program; a high degree of confidentiality; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of an Associate's Degree in Human Services or closely related field and two (2) years of full-time paid, or it's part-time equivalent, experience in social work, counseling or a closely related field.

Classification: Competitive OA