

EMPLOYEE ASSISTANCE PROGRAM COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for providing confidential, short-term counseling, referral and follow up, for the Employee Assistance Program, to employees of participating school districts and BOCES. The employee also conducts individual interviews and makes assessments for the type of treatment being provided. 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.

Provides confidential short-term counseling, referral and follow-up to employees for the EAP (Employee Assistance Program) to employees of participating school districts and BOCES;

Interviews individual employees and makes assessments for the type of treatment being provided;

Schedules and provides informational and training sessions on employee wellness;

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

Screens calls from employees calling in reference to the EAP;

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

Ensures distribution of information and materials to schools and individuals;

Maintains accurate records to be used for a variety of different purposes;

Prepares reports on the utilization of the EAP;

May serve on an advisory committee, regarding EAP policies and procedures;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the effects of alcoholism, substance abuse and other influences on behavior; good knowledge of the skills involved with crisis intervention, interviewing and evaluation; working knowledge of available community treatment programs; ability to develop an effective treatment plan based upon information gained in interviews and counseling; 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:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Psychology, Social Work, Human Services or a closely related field and two (2) years of full-time paid, or its' part-time equivalent, work experience in social work, counseling or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Psychology, Social Work, Human Services or a closely related field and four (4) years of full-time paid, or its' part-time equivalent, work experience in social work, counseling or a closely related field.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
2916 EAP COUNS
Classification: Competitive
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Adopted: July 8, 2008