

EMPLOYEE ASSISTANCE PROGRAM SPECIALIST

General Statement of Duties and Responsibilities

Under general supervision, with latitude for the exercise of independent initiative and judgment, provides referrals, short-term counseling and other support services to employees as part of an agency's employee assistance program; performs related work.

Examples of Typical Tasks

Provides employee counseling regarding physical, social, emotional and job performance problems, including alcoholism and drug addiction.

Identifies employees in need of assistance; performs initial intake interviews; helps to develop medical and psycho-social history of employee; participates in meetings to develop treatment plans and evaluate progress; provides information about and makes referrals to treatment programs; follows-up on cases.

Provides orientation and training to agency staff concerning the role of the employee assistance program and the procedures to seek help or to make referrals to the program; serves as advisor to agency staff; makes recommendations concerning program policies and procedures.

Identifies public and private sources for treatment and coordinates utilization of the various programs available; supervises attendance of employees in programs; may accompany employees to treatment facilities.

Acts as liaison with union representatives and treatment sources to coordinate identification and treatment programs.

Creates and maintains confidential case records and files.

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(continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with a major in social work, psychology, counseling, or a related field plus two years of full-time experience in counseling, substance abuse counseling, casework or employee assistance; or
2. A four year high school diploma or its educational equivalent plus three years of full-time experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least a four year high school diploma or its educational equivalent and one year of counseling experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.