

DIRECTOR OF PROGRAM DEVELOPMENT I (EMPLOYEE ASSISTANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Alcohol and Substance Abuse Services in the Department of Community Mental Health, incumbent of this class is responsible for managing an assigned EAP office which provides professional counseling, evaluation and referral services for employees and family members confronting personal problems which adversely impact employee performance. An incumbent provides appropriate counseling and referral services for County and Local Jurisdiction employees on all matters relating to medical/behavioral problems affecting job performance and/or absenteeism. Many of these problems involve family, financial, emotional, alcohol, drug abuse and other issues which adversely affect performance on the job. Supervision may be exercised over a number of professional and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides assessment and referral services for Public employees of both County and Local Jurisdictions on all matters relating to behavioral/medical or personal problems which adversely affect job performance and/or absenteeism;

Accumulates statistical data for all client referrals and prepares programmatic reports for this area of responsibility;

Provides case supervision and evaluation for professional staff;

Provides general staff supervision;

Provides ongoing skills developing training for EAP staff and volunteer program facilitators;

Provides professional and technical consultation to staff and program facilitators;

Provides ongoing EAP sensitivity training for County administrators, managers, and supervisors;

Develops and maintains ongoing programmatic relationships with all County departments;

Develops and maintains programmatic relationships with appropriate labor unions throughout the system;

Develops and maintains a network of professionals and treatment providers both public and private, for the treatment of behavioral/medical problems;

Assists in the development and maintenance of a public employee network for EAP services in Local Jurisdictions throughout Westchester and Putnam Counties;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of facilities and treatment resources, public and private, for the treatment of medical/behavioral problems; good knowledge of New York State guidelines for Employee Assistance Programs as they relate to program goals and objectives; knowledge of organizational and administrative practices and procedures; knowledge of civil service laws, rules and regulations as they apply to disciplinary action and disability as well as County rules and regulations involving insurance coverage, sick leave, disciplinary action and grievance procedures; skill in the area of individual, family and group counseling; ability to deal effectively with a wide variety of professional and lay personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; emotional maturity; initiative; tact; sound practical judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree and five years experience where the primary function of the position was in counseling, social work, or rehabilitation, involving work with alcoholics and/or substance abusers in a primary treatment/counseling program or as part of a licensed chemical dependency program, or as part of an employee assistance program. Must also possess one of the following certifications issued by the State of New York: Social Worker, Psychologist, Registered Nurse, Employee Assistance Professional, or Alcoholism Counselor.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Public Administration, Health Care Administration, or in a mental health discipline may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.