

EMPLOYEE ASSISTANCE PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for counseling and conducting outreach activities as part of a comprehensive professional program designed to provide treatment and rehabilitation services for employees; support services for their families; and liaison with other County, local and community agencies for referral purposes. Work also involves a great deal of community interaction to be able to conduct outreach; develop public awareness; serves as advocate with other agencies; and establish referrals. Supervision is not a regular responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Formulates treatment plans and conducts regular individual and/or group counseling sessions with employees and their families on an assigned caseload basis for the purpose of treatment and rehabilitation;

Conducts follow-up services to insure the continuation and success of the rehabilitation and to provide support or assistance, as needed;

Contacts other County, local and community agencies (i.e., Alcoholism Treatment Service, Domestic Violence Unit, Task Force on Women and senior citizen groups, schools, community leaders, etc.) in order to engage their services on behalf of the patients;

Compiles confidential reports on the progress of the employee, making recommendations for additional services which might be helpful to promote rehabilitation;

Attends meetings and conferences at the various community agencies mentioned above for the purpose of providing information about the Employee Assistance Program goals and objectives, and to provide consultation on the dynamics of the disease of alcoholism and other problems faced by employees which inhibit performance or attendance;

Makes contact with community agencies to explore the possibilities of program expansion to better serve the needs of referred employees;

Attends multi-disciplinary staff meetings to discuss and evaluate ongoing treatment and rehabilitation services for the employee and their families.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the dynamics of the disease of alcoholism, including both the physical and psychological effects on the alcoholic and family members, and the modern methods for the rehabilitative treatment of alcoholics; familiarity with the community, public and local agencies which provide services for alcoholics; skill in working with alcoholics in a manner which is dependable, consistent, supportive and sympathetic; ability to establish and maintain effective working relationships with both lay and professional persons, and also with people from a wide range of socio-economic and ethnic backgrounds in a stressful environment; ability to communicate effectively both orally and in writing; ability to evaluate a problem related to alcoholism and assist clients and/or their families to arrive at

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: (Cont'd.)

solutions which are workable within their individual socioeconomic environment; ability to operate breathalyzer and urine screening equipment; sensitivity; tact; discretion; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) graduation from a recognized college or university with a Bachelor's Degree* and one year experience in counseling, teaching, therapy or community work with alcoholic clients or patients; or (b) completion of at least 30 credits* toward a Master's Degree in Social Work, Counseling, Therapy or other related health care field; or (c) an Associate's Degree* and two years experience in counseling, teaching, therapy or community work, one of which must have involved work with alcoholic patients or clients; or (d) four years of work experience, two of which must have included the specialized experience as stated in (a); or (e) an equivalent combination of the foregoing training and experience as defined by the limits of (a) thru (d).

NOTE: Two years of verifiable related volunteer experience may be substituted for each year of the above stated required experience. Verifiable volunteer experience working directly with alcoholics and their families through Al-Anon or Alcoholics Anonymous or other similar organizations may be substituted on a year for year basis for the above stated required experience.

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