

PROGRAM SPECIALIST (EMPLOYEE ASSISTANCE PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class supervises and provides initial interviewing, assessment and referral services for public employees and their families whose employment performance has been adversely affected by personal, behavioral or medical problems. Organizational knowledge and resource management skills are an integral part of Employee Assistance Program case management. Work involves professional consultation and training activities. Supervision is exercised over case managers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and provides assessment, counseling and referral services for County and local jurisdiction employees and their families on all matters relating to personal, medical or behavior problems which adversely affect their employment performance;

Provides professional review and direction for the direct service activities of the case managers;

Makes referrals to community agencies, when appropriate, and follows-up to ensure quality and continuity of care;

Enhances employees' awareness of health and wellness, conducts seminars and educational programs for employees and supervisors;

Provides professional and technical consultation to referral agencies, insurance carriers, and work-site supervisors to educate and ensure the promotion of employee assistance programs;

Maintains confidential records and monitors employees' progress;

Gathers and compiles statistical data for all employee referrals and analyzes data to ensure specialized need are being met;

Participates in the interpretation of methods and procedures necessary to carry out the programs;

Prepares programmatic reports and summaries as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of case management techniques and methods used in crisis counseling and task centered counseling; skills in the area of individual, family and group counseling; a good knowledge of community resources particularly in the drug and alcohol modalities; the ability to work effectively with a wide variety of professional and lay personnel; good interpersonal skills; emotional maturity; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in Social Work, Counseling, Nursing or Psychology and one year experience working with chemically dependent clients as part of a clinical treatment program.

NOTE: Satisfactory completion of 30 credits toward a Ph. D degree in Psychology or Social Work may be substituted for the above stated experience.

SPECIAL REQUIREMENT:

1. Possession of a valid certification as a Certified Employee Assistance Professional (CEAP) issued by the Association of Labor/Management Administrative and Consultant on Alcoholism (ALMACA) at time of appointment;
OR;
2. Possession of valid certification as a Certified Alcoholism Counselor issued by the New York State Division of Alcoholism and Alcoholism Abuse at time of appointment.

*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 Education Department as a post-secondary, degree-granting institution.