

Job Title: Employee Assistance Program Counselor
Reports To: Director of Clinical and EAP Services
Employment Status: Non-Exempt

Job Summary:

Under the supervision of the Director of Clinical and EAP Services, applicants will provide Employee Assistance Program short-term assessment and referral counseling approx. 15 hours/week with 5 hours of documentation time. Services will primarily be provided through tele med during COVID-19; however, applicants will be expected to have flexibility to provide in-person service at the Utica and Herkimer office locations as the health pandemic allows. Specialized clinical supervision is provided at no cost for individuals seeking licensure, such as those seeking licensure for Master Social Worker (LMSW), Marriage and Family Therapist (LMFT), and Licensed Mental Health Counselor (LMHC).

Duties/Responsibilities

- Assures high-quality client services and standards of the clinical and employee assistance programs (EAP).
- Provides direct service to clients – individuals, children, and families.
- Provides short-term counseling to individuals, children, and families through individual and family counseling.
- Initiates both internal and external referrals to providers/agency services
- Coordinates with referral providers and agencies.
- Participates in telephonic on-call rotation with additional compensation.
- Develops, plans, and coordinates support groups with the EAP team.
- Maintains EAP relationships with EAP companies.
- Updates job skills through professional development as needed.
- Contributes to team effort by performing other duties as assigned or those duties requested by supervisor.
- Maintains accurate client records and statistics.
- Maintains confidentiality of all clients.
- Abides by their affiliated Code of Ethics, such as the National Association of Social Workers.
- Maintains and promotes positive work environment.

Qualifications & Preferred Skills

- Licensure-track master's level social worker, mental health counselor, marriage and family therapist or related clinical degree.
- Minimum of one year of post graduate direct service counseling work, or previous case management/internship experience(s) may be substituted.
- A commitment to human services as a profession.
- An understanding of and commitment to helping profession ethics.
- Is culturally competent.
- Ability to work independently.
- Current & valid NYS drivers' license.
- Has current licensure as a social worker, mental health counselor, and/or marriage and family therapist.
- Experience delivering service through tele-health, video and telephonic counseling a plus.
- Knowledge of trauma-informed service delivery.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position. Equal Opportunity Employer