

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20014987 JOB TITLE Employee Assistance Program Consultant JOB CODE 65821 <i>Copied 3.9.16 ACE</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 1199 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Designs (e.g., identifies specific learning objectives, researches and gathers information), develops (e.g., grafts training content & materials & presentations, creates &/or revises learning materials, selects delivery methods), facilitates (e.g., implements training, addresses audience, responds to questions, and projects classroom presence), and delivers training (e.g., applies presentation techniques) courses to agencies, commissions and institutions (e.g., EAP Awareness, stress management, suicide awareness and prevention, mental health issues in the workplace, workplace violence prevention); Provides CIR services to state agencies, commissions and institutions; participates in agency sponsored health and/or wellness fairs & roadshows.	Knowledge of: 1, 2, 3*, 4, 5, (17) Employee development; (18) Human Resource development (e.g., adult learning principles); Skill in: 7 Ability to: 8, (19) use proper research methods in gathering data; (20) prepare and deliver speeches before specialized audiences and general public.	
	10	Markets OEAP services to state agencies, commissions and institutions; completes field research to assess employment moral and job satisfaction; schedules OEAP training and education sessions; meets confidentially with employees seeking advice, guidance and/or counseling referrals as requested; completes a detailed questionnaire with the agency coordinator that addresses internal issues or concerns that may be taking place at the agency or institution to determine if there are opportunities for EAP to assist with concerns and discuss solutions with agency coordinator.	Knowledge of: 1, 2, 3*, 4, 5 Skill in: 7 Ability to: 8	
	10	Completes reports, surveys, forms correspondence, special projects (e.g., brochures, newsletter articles, OEAP supervisor guide, annual agency EAP resource retreat); documents case contacts; maintains appropriate records and files; operates personal computer for information retrieval and data entry (e.g., intake/consultation cases, follow-up reports, Participations Agreement monitoring); attends bi-monthly team meetings and bi-weekly clinical team meetings; as assigned, services as a member of a disaster recovery/business resumption team, incident response team, or similar public heal response team which may include the conduct of operations on a 24/7 basis at remote locations.	Knowledge of: 1, 2, 3*, 4, 5, 6 Skill in: 7 Ability to: 13, (21) interpret variety of instructions in written, oral, picture or schedule form; (22) complete routine forms; (23) maintain accurate records; (24) prepare meaningful concise and accurate records.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth M. Venturini</i>	DATE 3/9/16