

OCCUPATIONAL PROGRAMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Mental Hygiene with responsibility for the establishment and maintenance of Employee Assistance Programs (EAP), both within and across the County. The Employees Assistance Program, a referral and counseling program, provides diagnostic and assessment services to any employee seeking help for any emotional, marital, alcohol or substance abuse, financial or similar problem. A significant portion of the referrals concern problems related to alcohol abuse. After the initial diagnosis and assessment, employees in need of further assistance may be referred to either the local Dutchess County Department of Mental Hygiene or another appropriate human service agency. Incumbent's responsibilities with the County Employee Assistance Program involve the dissemination of information to management personnel, County employees and Union officials on the most effective utilization of the EAP within Dutchess County, and the supervision of the employee advisors in the initial diagnosis and assessment of people referred to EAP. The incumbent must serve as a resource person to employee advisors on various available human service agencies in the community offering assistance. A major portion of the incumbent's job responsibilities are in the establishment of employee assistance programs for local private business firms. Incumbent must meet with representatives from various local businesses to identify their needs as far as employee assistance programs are concerned and then encourage them to participate in such a program. Incumbent will work closely with these businesses in the development and implementation of these programs. The type of services provided to private sector companies will vary depending upon specific contracts and will range from direct diagnosis and assessment to liaison and contract administrator responsibilities. The incumbent is responsible for the maintenance of accurate and complete records of all employee assistance programs and should recognize the need for and recommend modifications in programs for their most effective utilization. An incumbent in this position is not responsible for an individual clinical caseload. Supervision is received from the appropriate higher level administrative staff in the Department of Mental Hygiene. Supervision is given to employee advisors and various support staff in the area of program administration.

TYPICAL WORK ACTIVITIES:

1. Conducts seminars for County officials, Union officials and employees to explain the Employee Assistance Program;
2. Trains employee advisors in the initial diagnosis and assessment of employees participating in the program and in the availability of community resources to treat a variety of problems;
3. Provides initial diagnostic and assessment services to employees participating in an employee assistance program;
4. Meets with representatives of local private businesses and local unions to explain the purposes and advantages of an employee assistance program;
5. Works in conjunction with local business firms and unions to establish their individualized Employee Assistance Program;
6. Provides training workshops to supervisors on the identification of employees who may need assistance and the most appropriate methods of referring employees to an assistance program;
7. Actively researches human service agencies in the community to maintain an updated file of community resources available for the treatment of a variety of problems;
8. Develops public awareness of the need for employee assistance programs;
9. Develops and maintains the confidentiality system for employee assistance programs;

OCCUPATIONAL PROGRAMS COORDINATOR (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

10. Maintains accurate records on the utilization of employee assistance programs and compiles information into statistical data for the evaluation of the program;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and theories of modern social casework; thorough knowledge of the factors which contribute to mental, emotional and social maladjustment and of therapeutic techniques to treat those affected; good knowledge of the community support system and resources available; good knowledge of the principles and practices of industrial psychology; good knowledge of areas such as crisis intervention, emotional/psychiatric problems, alcoholism, drug addiction and other conditions which have a negative impact on employee's performance and attitude; administrative ability; ability to assess treatment needs of clients and establish treatment goals to meet those needs; ability to work effectively with people at all levels within the community; ability to communicate effectively, both orally and in writing; ability to organize work and data and to prepare written and oral reports; ability to organize and compile statistical data; ability to maintain competency and to keep abreast of latest developments in the mental health field; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Psychology, Social Work or a closely related field PLUS two (2) years of post-Master's work experience in a mental hygiene setting which involved responsibility for the maintenance of an individual clinical caseload, one year of which should have been specializing in the treatment of the alcohol and/or substance abuser.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid driver's license.

MH0209

ADOPTED: 08/10/82

REVISED: 09/14/83

07/01/91