

Job ID # of Positions 3

Business Title EAP Counselor

Civil Service Title Community Coordinator

Title Code# 56058 Level 00

Proposed Salary Range \$52,000-\$81,000

Work Location 250 Broadway

Division/Work Unit NYC EAP

The Administration of Children's Services (ACS), Division of Child Protection (DCP) works with families in crisis, poverty and poor living situations every day. It is utmost importance that DCP employees receive the mental, emotional and social resources they need to feel healthy and supported in their work. ACS will partner with NYC Office of Labor Relations (OLR's) Employee Assistance Program (EAP) to support DC with an EAP counselor in each of the 5 boroughs. NYC EAP will organize and offer programs to assist staff in strengthening their resilience in this challenging field of work and to address trauma exposure and its impact on staff. NYC EAP will facilitate access to and unitization of appropriate trauma recovery and treatment resources. Together these measures will support staff moral and promote a healthy work culture.

EAP counselors will provide the following services:

- Individual bio-psycho-social assessments
- Crisis counseling and short-term supportive counseling.
- Treatment planning and management of care including certification of GHI coverage for behavioral health treatment.
- Group counseling.
- Completing appropriate charting to document EAP services.
- Conducting workshops to address the demands of DCP employee such as compassion fatigue, secondary trauma, work life balance, stress management, meditation and mindfulness.
- Coordinating peer support groups for site offices.

Minimum Requirements

- 1) A baccalaureate degree from an accredited college and two years of experience in community work or community centered activists in an area related the duties described above or
- 2) High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above or
- 3) Education and/or experience which is equivalent to "1" or "2" above. However all candidates must have at least one year of experience described in "1" above

Preferred Skills

Preferred Qualifications

- Master's Degree in mental health field (ie social work, mental health counselor)
- New York State Licensure.
- 2 or more years' experience with child protective services, trauma work, group work and wellness strategies.
- Candidates must be able to accommodate flexible work schedule with some evening hours.

Additional information

The salary being offered is \$65,000

To apply

Please submit your resume and cover letter electronically to Kevin J. Bulger LCSW at kbulger@olr.nyc.gov