

NC – X, PART I
OFFICE OF LABOR RELATIONS (214)
POLICE DEPARTMENT (056)
FIRE DEPARTMENT (057)

CODE NO. M 54874

DIRECTOR (EMPLOYEE ASSISTANCE PROGRAM)

Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under direction, with wide latitude for the exercise of independent initiative and judgment, directs and supervises a large-scale employee assistance program involving direct counseling by staff and referral services for a variety of employee problems; provides information, referrals and other support services to staff regarding physical, social, emotional and job performance problems.

Develops, directs and evaluates programs and policies to prevent and treat employee problems caused by stress, alcohol and drug addiction, marital and family problems, financial difficulties, etc.

Identifies employees in need of assistance; develops treatment plans; provides counseling on a short-term basis; reviews and evaluates effectiveness of treatment.

Develops orientation and training programs for all employees and supervisory personnel concerning the role of employee assistance programs, and acts as advisor to staff.

Establishes and maintains special services such as a telephone "hotline", emergency referrals, etc.; may provide direct services to employees.

Identifies outside resources for treatment and training and monitors their effectiveness; develops cooperative relationships with labor unions and other interested groups participating in employee assistance programs.

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(continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in counseling, casework, social work, employee assistance, or a related field, eighteen months of which must have been in an administrative, managerial, executive or consultative capacity; or
2. A four year high school diploma or its educational equivalent and six years of full-time experience as described above, eighteen months of which must have been in an administrative, managerial, executive or consultative capacity; or
3. Education and/or experience equivalent to "1" or "2" above. Graduate study in a relevant field may be accepted for experience on a year-for-year basis up to a maximum of two years. However, all candidates must have the eighteen months of administrative, managerial, executive or consultative experience as described above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.