



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Employee Assistance Services (EAS) Counselor**      FLSA Status: **Exempt**  
 Job Family: **Professional**      Pay Range: **A/P-Grade Q**  
 Prepared/Revised Date: **March 19, 2018**      Job Code: **33540**

**SUMMARY:** Responsible for providing entirety of full-service EAP roles, including counseling and crisis services for district employees and their family members. Facilitates referral authorizations and care coordination to community mental health providers and facilities. Provides site-based support services, including workshops on mental health topics, team building, and conflict resolution. Consults with supervisors and Human Resources to assist with troubled employees and struggling worksites. Provides mental health disability management services, including coordination of short-term medical leave, case management and return to work planning. Partners with the district’s Employee Health and Wellness program, providing integrative health services in consultation with PSD’s Lifestyle Health, Employee Health Clinic, Employee Wellness and UCHPA.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide mental health/substance use intake and assessment, short-term therapeutic intervention, treatment planning, care coordination, and case management for a broad range of personal and work-related concerns to PSD employees and family members. Create and maintain confidential electronic medical records.	D	60%
2. As member of the District Crisis Team, provide on-site assessment of needs, coordinate with Student Mental Health Team and administration to ensure coverage of both students and employees, provide follow-up services to ensure a return to normal functioning, and offer additional workshops, such as grief process and compassion fatigue.	D	5%
3. Provide 24/7 on-call services; facilitate crisis stabilization, hospitalization, and coordinate care with community resources. Provide same-day crisis intervention in response to the emergency needs of employees and/or their family members.	D	5%
4. Promote integration functions of Employee Health and Wellness through coordination of care, consultation with lifestyle health and the employee health clinic; develop strategies based on data to improve overall health of the employees; coordinate with primary care physicians, and hospitals regarding integrated care.	D	5%
5. Research and implement evidence-based mental health treatment protocols to provide a wide scope of therapeutic interventions; participate in ongoing clinical skill enhancement.	D	3%
6. Attend work and arrive in a timely manner.	D	1%
7. Coordinate disability management; facilitate short-term disability application with medical team, treatment planning, site-services, and coordination with HR/Benefits/supervisors; facilitate accommodation plan, return to work planning.	W	5%
8. Consult with HR and supervisors regarding troubled employees; provide services on behalf of supporting performance improvement.	W	5%
9. Provide organizational development services including workplace conflict, team building, resilience training, stress management and staff development workshops.	W	4%



10. Work with EAS Manager to establish and maintain the EAS Preferred Provider Network, building relationships and ensuring the network is diverse and comprehensive enough to service immediate needs of clients.	W	3%
11. Work with EAS Manager to identify workplace trends; formulate and carry out remedies in coordination with the Executive Director of Human Resources.	W	2%
12. Coordinate fitness for duty functions in situations of policy violations (i.e., substance in the workplace); contract with specialty providers, organize relevant medical records, exit and re-entry in coordination with HR.	Q	1%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s or PhD Degree in counseling or related fields with a minimum of 10 years post-masters clinical experience required
- Experience in the EAP field of organizational mental health is highly desired
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license
- Full Colorado State licensure in mental health field
- Affiliation with National Professional Association

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Facilitation and negotiation skills
- English language skills
- Interpersonal relations skills
- Organizational health skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to be on call at least one weekend per month
- Knowledge of organizational health preferred at hire
- Knowledge of EAP and coordination of care preferred at hire
- Ability to maintain all confidentiality practices as required by State Law and HIPPA
- Knowledge of case management, legal issues, state and federal mandates/laws
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	