



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Employee Assistance Services (EAS) Manager**
Job Family: **Administrative**
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**
Pay Range: **Grade L**
Job Code: **33401**
Days: **260**

SUMMARY: Manages and supervises the district’s Employee Assistance Services program under the direction of the Executive Director of Human Resources, at an off-site office. Provides and supervises the provisions of mental health assessment/treatment/planning/counseling; treatment coordination between medical and mental health providers; supervisory consultation; organizational development; fitness-for-duty and disability case management; and employee health and wellness education as part of the district’s Employee Assistance Services. Additional responsibilities include project coordination for the district’s Integrated Health Management System (IHMS).

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	
1.	Provides mental health assessment, treatment planning, short-term therapy and treatment coordination in the areas of personal, social, employment problems and vocational directions for district employees and their family members. Provides referrals of specialized mental health services and coordinates the care between the client and the appropriate external mental health providers. Facilitates the coordination of care between relevant mental health and medical health providers, towards the goal of efficient and effective clinical outcomes.
2.	Develops and implements programs, objectives, policies, and procedures to provide cost-effective counseling and referral services to district employees and their immediate family members.
3.	Supervises EAS office manager and clinical staff in processing and maintaining program budgets, claims, records, information and statistics and clinical functions.
4.	Provides and supervises disability management services on behalf of district employees, including: assessment of workplace duties; facilitation of an accommodation plan when appropriate; integration of the employee back into the workplace and work team; follow-up between client/supervisor/treatment team to ensure a successful return; education for team building as needed to facilitate an effective and quick return to normal team functioning; coordination with Benefits and Human Resources for the district’s short-term disability program.
5.	Facilitates communication between PSD internal IHMS team, and the IHMS partners. Promotes implementation of the new IHMS model. Supports oversight and evaluation functions regarding the goals of the IHMS. Provides the communication links between EAS, Wellness, Lifestyle Health, and the Employee Clinic, in areas that require HIPPA-sensitive communication and care coordination. Assists in promotion of the IHMS model to the community.
6.	Consults with Human Resources and supervisors regarding the troubled employee; facilitates the supervisor suggested referral to EAS; provides services on behalf of performance improvement, including supervisor coaching on supporting the troubled employee.
7.	Acts as a first-line responder on the district’s Crisis Response Team, oversees staff support during times of crisis.
8.	Analyzes program procedures and techniques to improve quality of services, and to ensure the overall health of the district’s mental health plan.



Description of Job Tasks

9. Provides organizational development services, including the assessment of workplace conflicts; conflict resolution; team building; supervisor coaching and leadership development; and consultation/coordination with Human Resources. Identifies workplace trends, formulates and carries out remedies in coordination with the district's Executive Director of Human Resources.
10. Under the direction of Human, Resources, coordinates and supervise mental health fitness-for-duty functions; including contracting with specialty evaluators; organizing relevant medical records; facilitation of the evaluation; facilitation of the exits from the workplace and re-entry back to work; maintains confidentiality between the client's health information and the workplace.
11. Conducts in-service training for district staff members.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in a counseling, psychology, social work or other mental health field from an accredited college or university, Ph.D. preferred
- Ten years of experience in a clinical counseling setting
- Five years of experience in an employee assistance program, experience managing an employee assistance program strongly preferred
- Experience in an integrated health model strongly preferred, including collaboration with health professionals and health systems

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- LCSW, LPC, Ph.D. or LMFT required
- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Facilitation and negotiation skills
- Organizational/project planning skills
- Ability to work with all ages and across a wide variety of mental health disorders
- Ability to respond and assist in crisis management and triage situations
- Knowledge of and the ability to follow all state and federal mandates/laws.
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Knowledge of budget development and analysis
- Ability to participate and work in a team environment
- 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:

- Personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Human Resources	
Direct reports:	EAS Counselor	2
	Office Manager	1

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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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