

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EMPLOYEE ASSISTANCE COUNSELOR

DEFINITION:

Under general supervision to interview, evaluate and refer City employees and/or family members experiencing adjustment problems to appropriate resources; to train City staff in the benefits and use of the Employee Assistance Program; and to perform related work.

* EXAMPLES OF DUTIES:

- Interviews employees and their immediate families to assess personal, health or behavioral problems;
- Identifies and evaluates suitable treatment, formulates action plans and refers employees to appropriate private and public community resources;
- Performs follow-up assessments of progress made by employees and the quality of service provided by the referred agency;
- Provides intake and referral services to authorize use of employee health benefits for substance abuse, alcohol and related problems;
- Conducts crisis intervention, stress reduction and critical incident counseling and referral services;
- Makes presentations to City employees and community groups to inform them of the Employee Assistance Program;
- Assists in training supervisors and managers to identify and refer employees who may benefit from participation in the program;
- Develops and disseminates written information materials describing the Employee Assistance Program and the referral process;
- Prepares reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** two years of experience counseling adults in a program designed to assist adults with a wide range of adjustment problems, such as substance abuse, alcoholism, family or marital conflict, or other health or behavioral problems. Qualifying experience must include practical experience counseling adults with alcohol and/or drug dependency, marital/family relationships, and emotional/stress related problems. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.