JOB DESCRIPTION

Coordinator, Employee Assistance Program

**Definition of Class**
This is a supervisory position in which the incumbent assists in providing Employee Assistance Program services to the University, including counseling and referral, record keeping, compilation of empirical data and training and education of faculty and staff regarding personal wellness.

**Examples of Work Performed**
Informs employees of the dangers of substance abuse, the University’s related policies, and the availability of treatment.

Provides educational training and programming for University faculty and staff.

Provides counseling for faculty and staff.

Maintains records.

Compiles empirical data for comparison purposes.

Communicates to the University community the availability of services through the Employee Assistance Program.

Conducts workshops and presentations.

Conducts needs assessments.

Performs research for programs.

Develops and maintains a network system.

Conducts counseling sessions and maintains case notes.

Refers clients as necessary.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Disseminates information regarding the potential problems associated with substance abuse, related University policies, and the availability of treatment.

2. Provides counseling services for employees.

3. Facilitates workshops and training sessions related to the services provided by the Employee Assistance Program.

4. Collects and analyzes related empirical data.
**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  - **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
  - **Vision:** Requirements of this job include close vision.
  - **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
  - **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

  - **Education:**
    A Master's Degree in Counseling, Psychology, Social Work or a related field from an accredited college or university.

  - **AND**

  - **Experience:**
    One (1) year of experience related to the above described duties.

  - **Certification/Licensure:**
    Must possess or be eligible to obtain a license in Counseling, Psychology, or Social Work in the state of Mississippi.

  - **Substitution Statement:**
    Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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