

## **JOB ANNOUNCEMENT**

**Job Title: Part Time EAP Coordinator**  
**NYS Office of Children & Family Services**  
**New York City/LI Region**

**DUTIES:** The EAP Coordinator will serve as a confidential referral source to OCFS employees in the assigned region who are experiencing personal problems.

The role of the EAP coordinator is to provide confidential information, problem assessment, and referral services to state employees and their family members, and to serve as a resource to agencies and facilities in addressing work-life issues. He/she will also be expected to promote the understanding and acceptance of the EAP program within the Office of Children and Family Services (OCFS) Region. This position may require extensive travel within the Region.

The EAP Coordinator will maintain close contact with the NYS EAP Regional Representative who can assist in the referral process and insure compliance with all aspects of the program. He/she will also prepare monthly statistics reflecting EAP activities and submit them on-line to the chairperson of the EAP committee. The Regional EAP committee provides supervision and support to the EAP coordinator.

In conjunction with the EAP committee, the coordinator will also:

- ❖ Assist in planning activities, and special programs for employee health and wellness programs and positive work enhancement;
- ❖ Provide overview of EAP services at new employee orientation programs and deliver EAP orientations to managers and supervisors;
- ❖ Refer employees to the most appropriate service providers;
- ❖ Meet with the EAP committee on a monthly basis;
- ❖ Maintain the confidential, neutrality and integrity of the EAP program;
- ❖ Attend EAP Coordinator training and the New Coordinators Institute (NCI);
- ❖ Maintain a current roster of service providers within your assigned region.

The person selected will report to the chairperson of the Region EAP Committee and the EAP Oversight Manager. The person will transfer to the role of EAP Coordinator in their current item. The appointment will require the approval of the EAP Committee, the program manager, and the Commissioner. Applications will be accepted only from employees who currently work within the region served by this local EAP, including all

Division for Juvenile Justice and Opportunities for Youth facilities, as well as other local and regional offices. The EAP Coordinator's office location will be determined by the current work location of the candidate selected.

**ELIGIBILITY:** All employees, *except* for union officials, shop stewards, employees of the personnel or human resources functions, and affirmative action officers may apply. Employees should also be in good standing. **The EAP Coordinator remains in their current civil service title, there is no additional compensation.** Supervision is provided by the EAP committee chair and the EAP Oversight Manager. **Candidates must have the approval of their current supervisor to apply.**

**TRAITS & CHARACTERISTICS:** The candidate must be a person who is reliable, stable, open-minded, and has the ability to act with discretion and maintain confidentiality in all matters pertaining to EAP service inquiries and referrals.

**SKILLS:** Ability to communicate with people on a personal level - good listener and interviewer; good interpersonal rapport – ability to address confrontational issues in a non-judgmental manner.

**Other requirements:** Commitment to EAP program ideals; interest in the general welfare of the employees served; planning and organizing events; public speaking; good writing skills; ability to avoid potential conflicts of interest, i.e. remaining neutral with a group or cause deemed unacceptable to management, labor representatives or employee's interests; knowledge of community services and resources; demonstrated history of productive relationships with co-workers and managers.

**APPLICATION PROCEDURE:** An interested candidate should discuss the release of his /her item for appointment with his/her supervisor. Forward the "Response To Vacancy Posting Form," (attached) *and* a brief letter/resume expressing specific interest and describing pertinent background information to:

Lori Keegan-Brady  
Human Resources  
NYS Office of Children and Family Services  
52 Washington Street, Room 234 North Building  
Rensselaer, NY 12144

**APPLICATION DEADLINE: March 31, 2014**

Candidates will be notified when and where the interviews will be scheduled.

RESPONSE TO VACANCY POSTING  
EAP COORDINATOR

This form must be completed by any OCFS employee who wishes to be considered for the vacant EAP Coordinator position, and received by March 31, 2014. **Along with your letter/resume of interest, please submit the original and one copy of this fully completed form to:**

**Lori Keegan-Brady**  
Human Resources  
NYS Office of Children and Family Services  
52 Washington Street, Room 234 North Building  
Rensselaer, NY 12144

All material submitted would be treated confidentially by the EAP Committee.

**Responses received after the deadline and/or if the letter of interest is not included will not be considered.**

**Filing Date: March 31, 2014**

Employee's Name:

Current Title:

Salary Grade:

Current Work Location:

Shift:

Telephone Number:

Employee's Supervisor:

Title:

Telephone Number:

Employee's Signature:

Today's Date: