

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### SUPERVISOR OF EMPLOYEE ASSISTANCE PROGRAMS

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Experience and licensure in a mental health profession or certification as an employee assistance professional or certification as an addictions professional.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of statutes, rules, and regulations relating to the field of mental health. Knowledge of insurance including employee assistance programs. Skill in the field of the mental health profession. Ability to communicate orally and in writing. Ability to facilitate group meetings. Ability to deal effectively with vendors.

##### REPORTS TO:

Director of Employee Benefits, Assistance and Risk Management

#### JOB GOAL

To plan, implement, and evaluate the Employee Assistance Programs in the District.

##### SUPERVISES:

Assigned Employee Benefits, Assistance and Risk Management Support Personnel

##### PERFORMANCE RESPONSIBILITIES:

###### Technical/Professional Knowledge

- \* (1) Assist in the preparation of an annual budget for the Employee Assistance Program based on the needs of the program.
- \* (2) Serve as a resource person for all persons who have questions related to Employee Assistance policies, procedures and programs.
- \* (3) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (4) Develop and implement staff development which assists administrators in the identification of work performance problems which may indicate a need for counseling services.
- \* (5) Participate in educational research aimed at improving the Employee Assistance Program.

###### Communication

- \* (6) Communicate with staff in schools and District offices as to the health and personal problems which can affect their lives, careers and work.
- \* (7) Communicate with school and department leaders about the signs of health and personal problems which affect the workplace.

## **Supervisor of Employee Assistance Program (continued)**

- \* (8) Communicate effectively orally and writing.
- \* (9) Collaborate with other departments or divisions.
- \* (10) Use effective communication strategies to interact with a variety of audiences.
- \* (11) Respond to inquires and concerns in a timely manner.

### **Proactive Orientation**

- \* (12) Seek and write grant proposals and implement programs/services for which funds have been awarded to the district.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Anticipate potential problems and develop procedures to prevent or address them.

### **Critical Thinking**

- \* (15) Assist in the development and implementation of the Department's Continuous Improvement Plan.
- \* (16) Identify strengths and weaknesses of the Employee Assistance Program and prepare reports.
- \* (17) Ensure that the plans for the Employee Assistance Program are based upon input from all levels of personnel involved in the implementation of the plan.
- \* (18) Evaluate the Employee Assistance Program materials and incorporate them into the Employee Assistance Program when appropriate.

### **Continuous Improvement**

- \* (19) Set high standards and expectations for self and others.
- \* (20) Provide training to department members.
- \* (21) Keep abreast of information, developments, and policies related to areas of responsibility.
- \* (22) Assist school and District staff in keeping abreast of issues and requirements relating to Employee Assistance.

### **Facilitation**

- \* (23) Provide a safe and confidential service of personal counseling for employee access.
- \* (24) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (25) Facilitate problem-solving by individuals or groups.

### **Managerial**

- \* (26) Develop a plan for the Employee Assistance Program based on the assessed needs of the district.
- \* (27) Develop plans for the Employee Assistance Program in collaboration with other employee benefits.
- \* (28) Design, organize and submit a plan for staff development for improving the Employee Assistance Program.
- \* (29) Implement the approved staff development plan in these programs.
- \* (30) Develop and implement wellness programs for employees.

## **Supervisor of Employee Assistance Program (continued)**

- \*(31) Develop and maintain a network of private, licensed mental health practitioners to provide Employee Assistance Program counseling services.
- \*(32) Oversee the implementation of all aspects of the Employee Assistance Program.
- \*(33) Coordinate other programs as they relate to the Employee Assistance Program.
- \*(34) Complete reports for appropriate local, state, and federal educational agencies.
- \*(35) Supervise contracted services with other agencies or individuals, which support the Employee Assistance Program.

### **Constancy of Purpose**

- \*(36) Serve on committees, councils, and/or task forces.
- \*(37) Exhibit support for the District's vision, mission, goals, and priorities.
- \*(38) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \*(39) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Decisiveness**

- \*(40) Make and share decisions in a timely manner
- \*(41) Respond quickly to emergency situations.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**

\*Essential Performance Responsibilities

Board Action	_____
Approved	<u>10/5/04</u>
Revised	<u>10/5/04</u>