Georgia State University

Job Specification

Job Title: Employee Assistance Coordinator

BCAT Code: 09KX11
Pay Grade: G18 FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides counseling services to employees and their families in areas, such as alcohol and drug abuse, wellness programming, financial counseling, etc.

Examples of Duties
- Provides short-term therapy to employees and their families.
- Refers employees to community resources when necessary.
- Provides crisis intervention.
- Monitors alcohol and drug cases during recovery.
- Provides relapse prevention counseling to employees and their families.
- Trains supervisors and managers on services provided by the Employee Assistance Program.
- Consults with the supervisors of the affected employees.
- Develops and implements prevention programs for the University.
- Provides workshops and assists in training employee groups in Continuous Quality Improvement (CQI), team building, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of community counseling services.
- Knowledge of counseling techniques and methods.
- Effective oral and written communication skills.
- Ability to recognize situations which may disrupt an employee’s emotional welfare.
- Ability to train others.

Minimum GSU Hiring Standards
Master’s degree in Counseling, Clinical Psychology, Social Work or related field and certification as a Counselor by the state of Georgia.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources Classification Section