

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Comment [BU1]: Times New Roman,
Pitch 12

Specification for Class of

EMPLOYEE ASSISTANCE SPECIALIST 1

Abolished Effective June 1, 2005

Definition: Serves as an entry-level professional in an employee assistance program. Assesses needs of employees and family members using standard interview techniques to identify personal problems or other issues that may affect job performance. Conducts holistic assessment, short-term problem-solving, and referral. Consults with and provides assistance to supervisors and managers regarding employee work performance/behavioral issues and underlying personal problems which may be contributing factors.

Distinguishing Characteristics: Positions at this level work under the general guidance of a higher level employee assistance professional or manager. Supervisor typically reviews outcomes and provides advice, coaching, or direction as needed. Assignments normally involve making decisions and judgments within established precedents.

Desirable Qualifications: Bachelor's degree in social services, psychology, counseling, social work, or related field, and two years of professional experience and training in mental health including broadbrush (multiple) clinical skills and substance abuse counseling and treatment. Two years of experience and training in an employee assistance program is desired. Candidates who are Certified Employee Assistance Professionals (CEAP) or CEAP eligible, or those who are qualified to be Substance Abuse Professionals (SAP) under the Federal Department of Transportation random drug/alcohol program are preferred.

New class: 5-9-01