

## WASHINGTON STATE DEPARTMENT OF PERSONNEL

Comment [BU1]: Times New Roman,  
Pitch 12

## Specification for Class of

EMPLOYEE ASSISTANCE SPECIALIST 2  
**Abolished Effective June 1, 2005**

Definition: Serves as skilled, experienced, senior level professional in an employee assistance program. Assesses needs of employees and family member 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 and provides assistance to supervisors and managers regarding employee work performance/behavioral issues and underlying personal problems which may be contributing factors.

Distinguishing Characteristics: Independent senior professional level. Works under minimal supervision with responsibility for resolving complex or difficult employee assistance issues having broad potential impact. Issues involve competing interests, multiple clients, conflicting rules or practices, a range of possible solutions or other elements that contribute to complexity. Has full authority to prioritize and handle all issues within assigned areas of responsibility. May lead or provide coaching and guidance to lower level professional staff.

Desirable Qualifications: Bachelor's degree in social services, psychology, counseling, social work, or related field, and three 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 and one year lead or supervisory experience 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