

## WASHINGTON STATE DEPARTMENT OF PERSONNEL

Comment [BU1]: Times New Roman,  
Pitch 12

## Specification for Class of

EMPLOYEE ASSISTANCE SPECIALIST 3  
**Abolished Effective June 1, 2005**

**Definition:** Supervises professional or other employee assistance staff members in an employee assistance program; or serves as an assigned professional expert in areas such as regional manager, behavioral risk management specialist, work/life specialist, or other designated specialty.

**Distinguishing Characteristics:** Professional expert, specialist, or supervisory level. Assignments require application of extensive knowledge and expertise to make independent decisions on complicated issues. These assignments often require proactive intervention and have wide, legalistic and/or precedent setting impact. Provides expert advice and consultation to other staff members, organization management, lower level professional staff, all state employees, and other stakeholders (labor, outside resources such as therapists, etc.). Maintains knowledge of employee assistance trends, technological advances, models, strategies, and ethical and legal, and professional standards.

**Desirable Qualifications:** Master's degree in social services, psychology, counseling, social work or related field. Four years related professional employee assistance experience, which includes one year in a lead or supervisory capacity, and training and professional experience in mental health treatment or chemical dependency treatment. 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.

**NOTE:** Some positions may require Certification in areas such as: Certified Social Worker (CSW), Certified Mental Health Counselor (CMHC), or Advanced Registered Nurse Practitioner (ARMP).

New class: 5-9-01