



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Employee Assistance Services Manager**

Job Family: **Administrative**

Prepared/Revised Date: **April 2, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule – Grade K**

Job Code: **33401**

**SUMMARY:** Responsible for all aspects of PSD's Employee Assistance Services program at an off-site office under the direction of the Chief of Staff. Provide and supervise the provisions of mental health assessment/treatment/planning/counseling; treatment coordination between medical and mental health providers; supervisory consultation; organizational development; site-based services; disability case management; and employee health and wellness education as part of the district's Employee Assistance Services. Additional responsibilities include administration of Mental Health/Substance Use benefits and MH/SU provider network, and project coordination for the district's Employee Health and Wellness (EH&W) Program and District Crisis Response Team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide mental health assessment, treatment planning, short-term therapy and treatment coordination in the areas of personal, social, employment problems and vocational directions for district employees and their family members. Provide recommendations and pre-certifications of specialized mental health services and coordinate the care between the client and the appropriate external mental health providers. Facilitate the coordination of care between relevant mental health and medical health providers towards the goal of efficient and effective clinical outcomes. Provide on-call coverage in rotation with the EAS clinical staff.
2. Act as administrator of the Mental Health/Substance Use benefits plan, including developing policies and procedures, ensuring compliance with federal and state laws and regulations, including HIPAA, Parity, CAA and other mental health/substance use health care related mandates. Cultivate strong relationships with network and community providers, and medical TPA.
3. Develop and implement programs, objectives, policies, and procedures to provide cost-effective counseling and referral services to district employees and their immediate family members.
4. Supervise EAS administrative and clinical staff in processing and maintaining program budgets, claims, records, information, statistics and clinical functions.



5. Provide and supervise disability management services on behalf of district employees, including assessment of workplace duties, facilitation of accommodation plan when appropriate, integration of the employee back into the workplace and work team, follow-up between client/supervisor/treatment team to ensure a successful return, education for team building as needed to facilitate an effective and quick return to normal team functioning, and coordination with Benefits and Human Resources for the district's short-term disability program.
6. Participate in PSD's internal EH&W team and partners. Promote and support implementation of the goals of the EH&W model. Communicate between EAS, Wellness, Lifestyle Health, and the Employee Clinic, in areas that require HIPPA-sensitive communication and care coordination.
7. Consult with Human Resources and supervisors regarding employee concerns. Facilitate supervisor suggested referrals to EAS and provide services on behalf of performance improvement, including supervisor coaching for supporting employees.
8. Act as first-line responder on the district's Crisis Response Team overseeing- staff support during times of crisis.
9. Analyze program procedures and techniques to improve quality of services and to ensure the overall health of the district's mental health/substance use benefit plan.
10. Provide organizational development services, including the assessment of workplace conflicts, conflict resolution, team building, supervisor coaching and leadership development in consultation/coordination with Human Resources.
11. Under the direction of Human Resources, coordinate and supervise mental health fitness-for-duty functions including contracting with specialty evaluators, organizing relevant medical records, facilitating the evaluation, exits from the workplace and re-entry back to work, while maintaining confidentiality between the client's health information and the workplace.
12. Identify workplace trends, formulate and carry out remedies in coordination with the district's Chief of Staff.
13. Conduct in-service training for district staff members.
14. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in a counseling, psychology, social work or other mental health field from an accredited college or university, Ph.D. preferred
- Five years of experience in a clinical counseling setting required, ten years preferred
- Five years of experience in an employee assistance program, experience managing an employee assistance program strongly preferred
- Experience in an integrated health model strongly preferred, including collaboration with health professionals and health systems
- Equivalent combination of experience and education accepted



### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- LCSW, LPC, LP, or LMFT required

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Interpersonal relations skills
- Facilitation and negotiation skills
- Organizational/project planning skills
- Ability to work with all ages and across a wide variety of mental health disorders
- Ability to respond and assist in crisis management and triage situations
- Knowledge of and the ability to follow all state and federal mandates/laws
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Knowledge of budget development and analysis
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Chief of Staff	
<b>Direct reports:</b>	EAS Counselor	3
	EAS Specialist	1
	Administrative Office Assistant	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	