



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Employee Assistance Services (EAS)  
Counselor/Consultant**

FLSA Status: **Exempt**

Job Family: **Professional**

Pay Range: **Schedule A/P, Grade Q**

Prepared/Revised Date: **May 21, 2025**

Job Code: **33540**

**SUMMARY:** Responsible for providing entirety of full-service Employee Assistance Program (EAP) roles, including counseling and crisis services for district employees and their family members. Facilitates referral recommendations, pre-certifications, and care coordination to community mental health providers and facilities. Provides site-based support services, including workshops on mental health topics, team building, and conflict resolution. Consults with supervisors and Human Resources to assist with troubled employees and struggling worksites. Provides mental health disability management services, including coordination of short-term medical leave, case management and return to work planning. Partners with the District's Employee Health and Wellness program, providing integrative health services in consultation with PSD's Lifestyle Health, Employee Health Clinic, Employee Wellness and Simplified Benefits Administration.

**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/substance use intake and assessment, short-term therapeutic intervention, treatment planning, care coordination, and case management for a broad range of personal and work-related concerns to PSD employees and family members. Create and maintain confidential electronic medical records and use telehealth platforms when necessary.
2. As a member of the District Crisis Team, provide on-site assessment of needs, coordinate with Student Mental health Team, Safety and Security, Communications and administration to ensure coverage of employees and students, provide follow-up services to ensure a return to normal functioning.
3. Provide 24/7 on-call services, on rotation with EAS clinical staff, facilitate crisis stabilization, hospitalization, and coordinate care with community resources. Provide same-day crisis intervention in response to the emergency needs of employees and/or their family members.
4. Promote integration functions of Employee Health and Wellness through coordination of care, consultation with Lifestyle Health and the Employee Health Clinic; develop strategies based on data to improve overall health of employees; coordinate with primary care physicians, and hospitals regarding integrated care.



5. Research and implement evidence-based mental health treatment protocols to provide a wide scope of therapeutic interventions; participate in ongoing clinical skill enhancement.
6. Coordinate disability management; facilitate short-term disability application with medical team, treatment planning, site- services, and coordination with Human Resources/Benefits/supervisors; facilitate accommodation plan, return to work planning.
7. Consult with HR and supervisors regarding troubled employees; provide services that support performance improvement.
8. Provide organizational development services including workplace conflict, team building, resilience training, stress management and staff development workshops.
9. Work with EAS Manager to establish and maintain the EAS Preferred Provider Network, build relationships and ensure the network is diverse and comprehensive to serve the immediate needs of clients.
10. Work with EAS Manager to identify workplace trends, to formulate and carry out remedies in coordination with the Chief of Staff.
11. Coordinate fitness for duty evaluations in situations of policy violations (e.g., substance in the workplace); organize relevant medical records, exit and re-entry in coordination with HR.
12. Perform other duties as assigned.

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

- Master's or Doctorate Degree in mental health counseling/clinical or related fields
- Minimum of 3-5 years post license clinical experience preferred
- Experience in the EAP field of organizational mental health highly desired
- Experience and interest in serving under-represented communities strongly preferred

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

- Criminal background check required for hire
- Colorado State Licensure in mental health field
- Valid US driver's license

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

- Demonstrated understanding of and commitment to issues of diversity in the delivery of clinical and consultation services
- Oral and written communication skills
- Facilitation and negotiation skills
- English language skills
- Interpersonal relations skills
- Organizational health skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions



- Ability to diffuse and manage volatile and stressful situations
- Ability to be on call at least one week per month (24/7)
- Knowledge of organizational health preferred
- Knowledge of EAP and coordination of care preferred at hire
- Ability to maintain all confidentiality practices as required by State Law, HIPPA and professional ethics
- Knowledge of case management, legal issues, state, and federal mandates/laws
- 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.
- Operating knowledge and experience working with telehealth platforms

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Employee Assistance Services Manager	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	