



**EMPLOYEE ASSISTANCE PROGRAM
NOTICE OF VACANCY
EMPLOYEE ASSISTANCE PROGRAM COORDINATOR**

The Employee Assistance Program (EAP) is a free, confidential, voluntary consultation and referral service. It can provide assistance with many types of problems – personal, family or marital, emotional, substance abuse, medical, legal or financial. It is a referral service which does not provide counseling, but serves as the link between the Oneonta employee and immediate family members and the skilled professional, counseling, medical and allied resources within the community. The EAP is a neutral office not associated with disciplinary procedures; hopefully it can lead to improved quality in working and personal lives.

THE ONEONTA EMPLOYEE ASSISTANCE PROGRAM IS SEEKING VOLUNTEERS TO FILL THE COORDINATOR POSITION. THE COORDINATOR IS A CONFIDENTIAL PERSONAL ADVISOR AVAILABLE TO ALL STATE, RESEARCH FOUNDATION and OAS EMPLOYEES AND THEIR FAMILY MEMBERS.

Characteristics of coordinators include strong commitment to the goals and ideas of the Employee Assistance Program, excellent interpersonal skills, history of productive relationships with co-workers; ability to communicate with groups and individuals; interest in the community – its services and resources; flexibility and willingness to learn; discretion and an ability to maintain confidentiality, ability to work independently; an ability to plan, organize and administer and a willingness to commit your time. Additional personal traits such as empathy, genuineness, respect and warmth are desirable.

The EAP Coordinator serves as a link between employees and the skilled professional, counseling, medical and allied resources within the community. The Coordinator reports to the Employee Assistance Program Committee, and works with committee members to increase awareness of EAP services, expanded referral services, and coordinate EAP activities with other College programs.

Any State employee of SUNY College at Oneonta is eligible to apply. The committee will arrange release time from your own title and salary grade or financial compensation may be available. Candidates should be aware that they may, on occasion, be required to be available after normal working hours.

Those interested in serving as Coordinator should submit by Monday, December 1, 2008, a resume and letter of application to: Melissa Nicosia, Chair, EAP Committee, 20 Bacon Hall.

EAP is a Joint Labor/Management Program supported by GOER, CSEA, PEF, UUP, NYSCOPBA, District Council 37, Council 82 and GSEU.