

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



EMPLOYEE ASSISTANCE PROGRAM (EAP) DIRECTOR

NATURE OF WORK

This is professional work with responsibility for a full spectrum of Employee Assistance Program (EAP) services. Work includes providing confidential counseling as well as overseeing and maintaining program policies, guidelines and procedures. Incumbent counsels the Sergeant at Arms, the Secretary of the Senate, Senators, and SAA management on policy issues that affect work-life balance and the emotional well-being of Senate employees and their families. Work is performed independently under the general supervision of the Deputy Sergeant at Arms.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Coordinates employee assistance assessment and referral services for Senators, their staff, and all other Senate employees.
- Analyzes Senate-wide employee assistance needs; develops and recommends long-term policies and procedures and short-term goals and objectives related to EAP programs and processes.
- Assures that EAP activities are carried out according to established policies and procedures.
- Provides counseling and situational support for staff members and their family members on a variety of complex and sensitive matters.
- Provides crisis intervention, critical incident, and post-trauma services for Senate staff; oversees the coordination and activity of the mental health services at the Senate Family Assistance Center.
- Counsels supervisors and managers to recognize and refer to EAP those employees with chemical dependency and behavioral/emotional problems.
- Provides guidance and expertise to the Sergeant at Arms concerning policy issues, initiatives, and the relationship and impact of policy issues on SAA programs.
- Provides confidential consultations and referrals for Senate employees experiencing job performance problems.
- Formulates and prepares policy papers and oral presentations to address legal policy issues, new legal developments, and legislative positions.
- Establishes and monitors security and confidentiality of record-keeping and reporting systems.
- Organizes and conducts employee group sessions and training programs on EAP-related topics such as stress, grief management, resiliency, assisting individuals in crisis, etc.

PAGE 1 OF 2

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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- Plans, organizes, directs, assigns and evaluates the work of EAP staff and contract employees.
- Oversees, trains, and manages the Senate Peer Support Team.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment requiring no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a license in counseling, addictions, psychology, social work, or a related field, and five to eight years of progressively responsible EAP counseling or program administration experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern employee assistance program principles, practices and procedures.
- Knowledge of conflict resolution, intervention, and stress management techniques.
- Knowledge of current human resources programs and processes.
- Knowledge of state laws as they apply to mental health issues (e.g. DUI, MIP, child abuse, commitment).
- Knowledge of qualitative and quantitative techniques for analyzing and increasing the effectiveness, efficiency, and productivity of the EAP.
- Ability to establish and maintain effective EAP policies and procedures.
- Ability to provide professional and confidential counseling on a wide array of employee problems.
- Ability to assess and refer to outside resources those clients whose conditions require treatment by a specialist.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Certified Alcohol and Drug Counselor (CADC)

Licensed Professional Counselor (LPC), Certified Employee Assistance Professional, or any other equivalent license or certification.