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# Example of EAP Counselor Job Description

Our company is growing rapidly and is hiring for an EAP counselor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for EAP counselor

* Serve on student consultation team as behavioral health expert for the purposes of risk assessment and to support employees impacted by students of concern
* Provides Corporate Leadership Training and Consultation
* Provides individual C-Suite Consultation and Coaching
* Manages supervisor mandated and SAP referrals
* Responds to critical incidents in the workplace
* Assists in client account management and retention
* Provides case management and HR consultation as needed
* Provides on-site services when requested including training
* Provides necessary paper records as scheduled and maintains timely records in EAP software system
* Identifies opportunities to expand business clients

## Qualifications for EAP counselor

* A Master’s degree in psychology, social work or related mental health field
* Must be able to work required evening shift listed and every other weekend
* Prior experience with face to face therapy
* Current, unrestricted license at the independent practice level in your state of residence
* Ability to work onsite daily in New Castle, DE
* Exp working in call center environment and technology preferred