



Example of EAP Counselor Job Description

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Our innovative and growing company is looking for an EAP counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for EAP counselor

- Fulfills on-call duties as needed
- Assists in miscellaneous other tasks as needed
- Providing telephonic Assistance to employees who are dealing with a variety of issues, including workplace stress, family issues, and mental health needs
- Assisting in the coordination of services with the provider
- Updating and making clinical notes in the care management database
- Collaborates, consults and coaches client company HR, Occupational Health, and management leadership including senior executives, security and legal at all levels to address organizational, behavioral, and performance concerns, identify options and develop appropriate strategic action plans
- Provides referrals to internal resources such as WorkLife , Legal and Financial Services Community Resources as appropriate
- Quotes and explains benefit coverage to members and to providers
- Use UHG computer based case management portals
- Ability to travel nationally up to 10% of the time, conducting presentations to client management groups

Qualifications for EAP counselor

- 1-3 yrs experience including clinical and supervisory and or administrative role in EAP, BH or Soc Services arena
- Must reside in CA
- 2+ years experience in a behavioral health setting

- Minimum two (2) years of experience directly applicable to the primary work is required