

**Certifications and Licenses Required:**

- State License Eligible in a Mental Health field
- Valid, unrestricted driver's license

**Essential Functions:**

- Report to Administrative Director, One Source EAP
- Work closely and receive clinical supervision from the Assistant Director
- Full participation in Team Meetings
- Must be able to work independently and collaborate with all One Source EAP team members
- Support EAP services during customer onboarding and onsite internal and external benefit fairs
- Deliver Critical Incident Stress Debriefings (CISDs) for sensitive events such as workplace violence and fatalities
- Deliver Supervisory Referral services to employees with psychiatric or substance abuse challenges and communicate with the referring HR or RWJBH manager
- Support crisis interventions and provide referral training to staff
- Support the Access Center for efficient support operations
- Conduct needs assessments and recommend appropriate EAP services for internal and external accounts
- Support the management of cases with providers and advocate for higher-level care when necessary
- Work with the Assistant Director to write return-to-work letters
- Travel required

Other duties as assigned

***HR Requisition information******\*Comments/Position:***

*The EAP needs very experienced, senior staff who have the temperament to jump in, say "Yes," and deliver. We need seasoned professional staff who immediately take on this role.*