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Employer Information: The Boeing Company
Employer Address: 5000 E McDowell Road, Mesa, AZ 85215
Employer Phone: N/A

Position Available/Job Title: Employee Assistance Specialist

Description: Essential Duties and Responsibilities:

The Boeing **Employee Assistance Specialist** is responsible for assisting in the delivery of the global Employee Assistance Program & WorkLife Solutions (EAP) for The Boeing Company in collaboration with the EAP Program Leader.

The Boeing EAP Specialist is an experienced licensed behavioral health provider working in a non-management position as part of an integrated Health Services team to improve employee health and productivity

The EAP Specialist will:

- Function as a company behavioral health subject matter expert, providing consultation to managers on complex behavioral health and chemical dependency matters as well as company crisis response.
- Assist with oversight of the delivery of EAP services by the suppliers, to ensure supplier quality and performance as well as compliance with company procedures and requirements (including EAP program metrics).
- Interface with EAP suppliers regarding complex operational issues, including process improvements and detailed management of condition of employment cases.
- Coordinate EAP services supporting the Drug Free Workplace program. Assist in EAP integration with Boeing programs including On-site Clinics, Well Being Programs, Threat of Violence reviews, etc.
- Collaborate in screening employees and their families going on long term international assignments and support mental health services, cultural transition and adjustment of international assignments and repatriation.
- Participate in the periodic selection of suppliers through the Request for Proposal process, including defining statement of work, defining performance guarantees, and supplier selection.
- Work with Communications to develop and implement the EAP promotional plan and materials to promote EAP services to employees and dependents including the program website.

- Participate in company Well Being strategy and planning.
- Support additional projects and services as required.

Educational Requirements:

Bachelor's degree and typically 15 or more years' related work experience, a Master's degree and typically 13 or more years' related work experience or an equivalent combination of education and experience.

Other Qualifications/Experience:

Basic Qualifications (Required Skills/Experience):

- Current Arizona State licensure as a mental health professional, or the ability to obtain Arizona State license within twelve (12) months
- Experience with crisis management, substance abuse and mental health treatment
- Occasional travel including international locations
- Candidate must be available to be on-call / available by phone after work hours

Preferred Qualifications (Desired Skills/Experience):

- Master's Degree in mental health discipline
- A minimum of 10 years post graduate experience in an EAP related field
- Deep content knowledge in the area of EAP systems and core competencies
- Strong interpersonal and communication skills and the ability to work well within a very diverse global workforce
- Certified Employee Assistance Professional (CEAP) preferred
- Alcohol and Other Drug Abuse Certification

Materials Required:

Resume and cover letter

Please Submit To: Please apply on line, as soon as possible, at

<https://jobs.boeing.com/job/mesa/employee-assistance-specialist/185/10505354>

NOTE: This job posting will remain on the NIEAPA website for 45 days from the date of posting. If you wish to remove it sooner, please contact NIEAPA@corpevent.com