

# **MEMBERS ASSISTANCE PROGRAM DIRECTOR**

## **Job Description:**

The Members Assistance Program Director will facilitate the organization's members assistance program, provide counseling, referrals and will serve as a confidential resource to assist members and their families who are experiencing personal or professional issues.

## **Duties/Responsibilities:**

1. Depending on the nature and scope of the person's needs, provides assessment, counseling services, referrals, and case management.
2. Communicates with claims staff and third-party professionals to the extent appropriate and necessary.
3. Maintains confidential client records.
4. Assists with random drug testing program.
5. Performs training on MAP services, drug and alcohol issues, drug testing, and mental health issues.
6. Reviews mental health and substance abuse cases for continued treatment.
7. Coordinate with our Consulting Psychologist regarding Psychological and Neuropsychological testing and ABA cases.
8. Provide MAP reports to the Board of Trustees and advise of any program needs.
9. Keeps current with knowledge, availability and quality of community resources and individual professional trends; maintains licenses and certifications.

## **Required Skills/Abilities:**

- Interpersonal/human relations skills
- Excellent verbal and written communication skills
- Counseling/advising skills.
- Ability to respond to on-call situations and in stressful situations.
- Ability to proactively analyze and assess uncomfortable situations and to identify appropriate resolutions.
- Ability to remain professional and tactful.

## **Education and experience:**

- Minimum license of either LCSW, LCPC, PSY D., or PH D. Certified in addiction counseling at the CADC or CSADC level or equivalent. The ability and willingness to obtain these credentials.
- Bachelor's Degree in a related field of Study. A combination of education and experience will be considered.
- Three year of related professional experience in counseling, social work, mental health or substance abuse services.