



POSITION DESCRIPTION

POSITION: TEAP Specialist
DEPARTMENT: Wellness
REPORTS TO: Health and Wellness Manager
FLSA STATUS: Exempt

Job Summary: Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education.

Duties:

- Provides a minimum of a 1-hour interactive presentation on substance use prevention for all new students during the Career Preparation Period.
- Schedules and conducts at least three annual center-wide substance use prevention and education activities.
- Participates in clinical consultation with Center Director, management staff, Center Mental Health Consultant, and Health and Wellness Manager regarding substance use related prevention and education efforts for students and staff.
- Reviews Social Intake Form (SIF) or intake assessment of all students performed by counseling staff within 1 week of arrival.
- Collaborates with the Center Mental Health Consultant to determine when a MSWR or medical separation is appropriate and should be recommended for a student with substance use conditions.
- Provides individual and group intervention services with a focus on behaviors that represent employability barriers.
- Assists in developing Center operating procedures for program components related to alcohol and other drug testing and intervention.
- Develops and monitors student intervention plans and documents progress in student's health record.
- Conducts ongoing counseling and support groups to include an introduction to the self-help process for intervention students.
- Works with the Center Mental Health Consultant (CMHC), Center physician, wellness staff, counselors and other non-health staff to ensure that intervention program components are fully understood and integrated on Center and that staff support student intervention plans.
- Solicits input from counselors and Student Personnel Officer to update student intervention plans and behavioral contracts. Ensures that intervention planning guides a student's expected behavior in all areas of Center life and the student is monitored, as needed, by designated Center staff.
- Collaborates with recreation department to assist in developing leisure time activities and specific incentives to reinforce an alcohol-free and drug-free lifestyle.
- Maintains liaison with community intervention resources.

- Evaluates self-help groups and establishes appropriate referrals.
- Assists in compiling quarterly report for submission to the National Health Service.
- Conducts training on alcohol and other drugs of abuse to all newly-employed staff and to existing staff on an annual basis.
- Works toward meeting performance management goals.
- Follows the CDSS plan and Standards of Conduct system.
- Maintains good housekeeping in all areas and complies with safety practices.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedures.
- Models, mentors, monitors appropriate Career Success Standards.
- Helps students become more employable through continuous reinforcement.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: Bachelor's Degree with an active, unrestricted license and/or certification in accordance with state regulations to practice as an independent practitioner in state where center is located. A waiver may be authorized by DOL subject to a professional development plan. Valid driver's license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I

understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date