

Employee Assistance / EAP Counselor (9313C) University  
Health Services 77184  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254829>

Downloaded On: Mar. 31, 2025 2:33pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Employee Assistance / EAP Counselor (9313C) University Health Services 77184
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Social Work
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**Job Description**

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**Employee Assistance / EAP Counselor (9313C) University Health Services 77184**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

Employee Assistance is the EAP for UC Berkeley and Lawrence Berkeley National Laboratory. The program operates under the auspices of University Health Services in conjunction with other Be Well at Work programs. Reporting to the Director of Be Well at Work, the primary responsibilities of EA counselors are clinical in nature and include: individual assessment; counseling and referral for faculty and staff; consultation for supervisors and others regarding faculty/staff with behavioral problems; crisis intervention/trauma response; and outreach and resource development. Additional responsibilities include program promotion; administrative functions; education and training for faculty and staff on common behavioral and work-related issues; and support of special projects.

### Application Review Date

The First Review Date for this job is: 4/4/2025. This job will remain open until filled.

### Responsibilities

#### *Clinical Services*

1. Provide intake, assessment, referral, and follow-up services to faculty, staff, and their families. Such services include:
  - a. Short-term therapeutic intervention with a broad range of personal and work-related problems;
  - b. Clinical psychosocial intervention in crisis situations; and
  - c. Case management and referral to campus and/or community resources for continuing support
  - d. Clinical and case management documentation in accordance with professional and privacy standards, and legal and ethical guidelines

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2. Facilitate support groups
3. Consult with supervisors and managers about individual and organizational changes
4. Maintain strict confidentiality in all relevant aspects of his/her clinical work and clinically-related activities

*Education, Outreach, and Training*

1. Develop and present campus educational programs on various topics including those related to: psychological and emotional well-being; stress management; impacts of social/racial injustice; the workplace; relationships; family issues; substance abuse; legal and financial matters; managing change; and communication skills
2. Provide special training to supervisors on identification of troubled employees, intervention techniques, diversity equity and inclusion as it relates to mental health, and appropriate use of program services.
3. Responsible for projects regarding the development and coordination of campus community services

*Program Promotion*

1. Actively participate in efforts to increase awareness of Employee Assistance programs, including:
  - a. Participation in campus-wide training such as new employee orientation, new faculty orientation, health fairs, etc.
  - b. Other in-person promotional programming as it occurs

*Administrative Functions*

1. Maintain client statistical information
2. Develop, update, coordinate, and evaluate information and referral resources (including private practitioners), that support program services found on campus as well as in the community.
3. Assist in developing and implementing new program components and executes special projects as assigned by the Be Well at Work Employee Assistance Director

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4. Write interdepartmental correspondence
5. Consult with campus and community representatives regarding provision of Employee Assistance services
6. Support the planning and implementation of research projects
7. Provide back-up administrative coverage for operations
8. Other duties as assigned by the Manager

### **Required Qualifications**

#### Education

- Master's or Doctoral degree in behavioral health field

#### Licenses/Certifications

- Current California mental health license in good standing

#### Knowledge, Skills and Abilities

1. An understanding and sensitivity to the diverse needs of various multicultural, ethnic, socio-economic, educational, and age-specific populations within the University community
2. Knowledge of UC policy and procedures, and federal, state, and local laws regarding disability, workers' compensation, mental health, employee relations-labor relations, and alcohol and drugs
3. Strong, clear communication skills in writing, in person and in group presentations
4. The ability to counsel and intervene in a broad range of clinical problems such as family, interpersonal, parent-child, intrapsychic, behavioral, substance abuse, and suicide risk.
5. Sound knowledge of employee assistance and work issues, and familiarity with the latest developments and trends in employee assistance programs
6. Strong interviewing and interpersonal skills including the ability to establish rapport and on-going relationships with clients
7. Knowledge and skills in a range of intervention techniques including individual, group, systems, and organizations
8. Understanding of the social, emotional, behavioral and psychological implications of an employee's personal problems for themselves and their work environment
9. Ability to provide counseling intervention to groups, departments, or units as well as individuals
10. Knowledge of individual, group, and organizational change theory and practice
11. Understanding of management and supervision theory and practice, including maintenance of

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performance standards

12. Can identify individual problems and solve them, as appropriate, within short-term counseling model
13. Knowledge of normal and abnormal behavior and its manifestations in humans
14. Ability to function with independence in clinical work and other duties and responsibilities
15. Management of own schedule of appointments within program guidelines which requires flexibility
16. Ability to function under the general administrative and clinical supervision of the Be Well at Work Employee Assistance Director
17. Seeks consultation as professionally appropriate, including with professional and non-professional colleagues
18. Has ability to intervene and evaluate with severely disturbed employees

### Preferred Qualifications

- CEAP license
- Experience working in the Employee Assistance field, and/or with Higher Education/Academic environment
- Knowledge of managed care insurance and making referrals within covered benefit plans

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary range that the University reasonably expects to pay for this position is step 1 \$89,616.56 through step 20 \$130,559.64
- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

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## How to Apply

To apply, please submit your resume and cover letter.

## Other Information

- This is not a visa opportunity.
- This position is governed by the terms and conditions in the agreement for the Health Care Professionals Unit (HX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/hx/index.html>.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

## Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)



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[UC Anti-Discrimination Policy](#)  
[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

N/A

University of California, Berkeley

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