



## **ACCESS Employee Assistance Program Job Posting**

**Position: Full-Time Program Director**

**Location: Harrisburg, PA**

### **Responsibilities:**

This is a challenging position with a well-established external EAP serving a professional population across Pennsylvania, Maryland, and Delaware.

This individual will:

- Manage the day to day operations of ACCESS EAP and the Drug Free Workplace PA grant program
- Maintain and expand the Contract Management responsibilities for ACCESS EAP Providers
- Supervise and train ACCESS and Drug Free Workplace PA staff
- Maintain a Continuous Quality Improvement Program for ACCESS and Drug Free Workplace PA
- Provide Intensive Case Management services

### **Qualifications:**

- Master's Degree in a clinical discipline plus (2) two years of experience, in mental health, EAP or Human Resources.
- Bachelor's Degree plus (3) three years of experience.
- CEAP (Certified Employee Assistance Professional) Credential.
- Functional knowledge related to the EAP field and experience working with First Responders.
- Familiarity with Social Media and other marketing activities.
- Knowledge of Fiscal and Budgetary management.
- Ability to provide supervision, management and leadership, which promotes good staff morale.
- Sound Judgment in developing, implementing, interpreting and evaluating EAP program policies, Personnel policies, procedure and regulations.
- A person in Recovery, two years of sobriety.

### **Submit cover letter and resume to:**

**Paula Ruane, Regional Director**

**2005 W. 8<sup>th</sup> Street**

**Erie, PA 16505**

**[pruane@gaudenzia.org](mailto:pruane@gaudenzia.org)**

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