

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Coordinator– Employee Assistance Program (100%)*

Division: Employee Assistance Program

Location: OCM BOCES EAP Office, 4709 Crossroads Park Dr, Liverpool, NY 13088

Duties: Client assessment and referral, training and program implementation. Coordinate and administer a program of public awareness and training for the purpose of identification, treatment/counseling and follow up on employees and their family members who are experiencing problems which appear to have an adverse impact upon the employees work habits, productivity, or behavior.

Duties to include: Client assessment, referral, short-term counseling, case management, consultation, program promotion, training and implementation of various employee wellness initiatives and others, as assigned. Knowledge of community resources and excellent clinical and communication skills is required. Candidate should possess an MSW or Master's in a related counseling field. CASAC or training in chemical dependency is a plus.

Qualifications: Graduation from a regionally accredited or NYS registered college or university with a Master's degree in human services and two (2) years of experience in either counseling or program administration with a human service agency or private sector program that deals with problems such as alcohol/drug abuse, legal/financial problems.

This is a competitive class civil service position. Candidates must be reachable on the existing list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Employee Assistance Program Coordinator list.

Salary: \$63,000 - \$70,000

Starting Date: On or about August 4, 2025

Closing Date: Two (2) weeks from date notice posted

To apply, forward cover letter and resume to:

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
recruitment@ocmboces.org
www.ocmboces.org

**Visa sponsorship is not provided*

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