



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

**\*\*\*In keeping with the policy on conflicts of interest, relatives of Senate employees are not eligible to work in the Senate Employee Assistance Program Office.\*\*\***

<b>POSITION:</b>	Employee Assistance Program (EAP) Counselor
<b>DEPARTMENT:</b>	Senate Employee Assistance Program
<b>REQUIREMENTS:</b>	See attached Position Description
<b>SALARY RANGE:</b>	\$78,051 - \$117,072
<b>CONTACT:</b>	U.S. Senate Sergeant at Arms, Human Resources Senate Hart Building SH-142 Washington, DC 20510 Phone: (202) 224-2889 Fax: (202) 228-2965 Email: <a href="mailto:resumes@saa.senate.gov">resumes@saa.senate.gov</a>
<b>POSTING DATE:</b>	Tuesday, October 02, 2018
<b>DEADLINE FOR APPLICATIONS:</b>	Tuesday, October 23, 2018

**All applicants must submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the Human Resources Department.**

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.



## EMPLOYEE ASSISTANCE PROGRAM (EAP) COUNSELOR

### NATURE OF WORK

This is responsible professional work providing confidential emotional and behavioral support services for Senate employees. Work includes performing comprehensive assessment, referral, follow-up, problem resolution and support services, and educational support workshops on a variety of behavioral and personal topics. Work is performed under the general direction of the EAP Director.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Provides comprehensive assessment, referral, and follow-up emotional and behavioral support services; provides short term problem resolution for staff members on a wide range of sensitive and complex matters, including work performance, drug/alcohol problems and interpersonal difficulties.
- Trains supervisors and other Senate officials in the recognition and referral of employees with chemical dependency and behavioral/medical problems.
- Refers employees to the appropriate care provider and develops case management plans for follow-up.
- Provides Critical Incident Stress Response/emergency response to a variety of situations as necessary.
- Maintains confidentiality and the security of reporting and records in accordance with established employee assistance professional standards, applicable statutes, and Senate policies.
- Conducts training needs analysis for courses to be offered as EAP programs and seminars.
- Conducts groups and workshops on various aspects pertinent to employees' well-being and work performance.
- Conducts comprehensive employee assistance assessments in-person, by telephone, and virtually with Senate staff in Washington D.C., and State offices.
- Assists with the administrative responsibilities of the EAP Director.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment requiring no exceptional physical demands.

### MINIMUM QUALIFICATIONS

Work requires a Master's Degree in counseling, psychology, social work, or a related field, a minimum of three years of experience as an EAP counselor that provides the following knowledge, abilities, and skills:



- Knowledge of modern counseling principles, practices, and procedures.
- Knowledge of conflict resolution, intervention, and stress management techniques.
- Knowledge of current human resources programs and processes.
- Ability to conduct intake, assessment, counseling, and referral services on a wide variety of employee problems/crises.
- Ability to provide psychological support in an emergency (respond to critical incidents outside of normal business hours).
- Ability to develop and conduct workshops on various topics pertinent to employees' well-being and work performance.
- Ability to interact professionally with others regarding sensitive and confidential issues.
- Ability to communicate effectively, both orally and in writing.

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#### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Licensed Professional Counselor (LPC) or Licensed Independent Clinical Social Worker (LICSW) is required. Certified Employee Assistance Professional (CEAP) is preferred.