



## CALGARY CATHOLIC SCHOOL DISTRICT

The Calgary Catholic School District is the largest Catholic school district in Alberta, serving 51,000 students in Calgary, Airdrie, Cochrane and Chestermere. This learning organization educates and empowers all students from Kindergarten to Grade 12, to reach their full potential, meet life's challenges, serve their community, and journey in faith. For further information on the Calgary Catholic School District, please visit our website at [www.cssd.ab.ca](http://www.cssd.ab.ca).

**POSITION: DIRECTOR, EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**  
Competition No. A-13-11

**LOCATION: Human Resources**  
CATHOLIC SCHOOL CENTRE  
1000 - 5<sup>th</sup> Avenue SW

**SALARY:** \$107,974 - \$134,972 per annum

### OVERALL ACCOUNTABILITY:

This position provides, manages, and facilitates psychological counselling and support services for all District employees and their families. This position maintains the strict confidential employee and family assistance (EFAP) standards as established by the Commission on Accreditation of Rehabilitation Facilities (CARF).

### DUTIES & RESPONSIBILITIES:

- Facilitates timely counselling and support services to District employees and families
- Maintains and supervises a preferred providers list of psychological services that are accessible to employees and families
- Provides home, hospital and hospice visitations to employees and families
- Liaises with District administration regarding employee issues as required
- Provides service to the District's Emergency Response Team
- Assess and Coordinate ancillary support programs such as Stop Smoking, Weight Control, Substance Abuse, etc
- Directs, manages and supervises the program's staff and budget
- Liaisons with family physicians and specialists

### QUALIFICATIONS:

- A social work or a psychology PHD
- Ten (10) years of hands on experience
- Training and experience in the areas of psychological assessments, marriage and family issues, addictions, grief counselling and crisis intervention
- Registered professional status with the College of Alberta Psychologists, or Alberta Association of Social Workers
- Familiarity with employee and family assistance programs using assessment and referral models
- Knowledge of community resources

*Resumes will start to be reviewed on Friday, October 25, 2013.*

### PLEASE NOTE:

1. Qualified candidates are asked to submit a concise and detailed resume outlining their education, experience, and qualifications for this position.
2. Applications are to be forwarded to Human Resources, quoting **Competition No. A-13-11**.  
**Fax: 403-500-2918 E-mail: [careerposts@cssd.ab.ca](mailto:careerposts@cssd.ab.ca)**
4. Thank you in advance for submitting your application for this competition. Only those applicants who have been short-listed will be contacted.

**\*\*\*THIS IS A UNION EXEMPT POSITION\*\*\***