Employee Resource Systems, Inc. is an external Employee Assistance Program located in Chicago, Illinois. Currently, we are seeking a qualified candidate to join our customer service focused organization in the role of EAP Counselor.

The following duties/tasks are the foundation of the EAP counselor role here at Employee Resource Systems. The EAP Counselor position will include, but is not limited to the following duties:

- Conduct both in-person and telephone assessments
- Document all clinical and administrative activity in the ERS clinical database.
- Conduct Management Consultations with referring managers and other personnel.
- Engage in all facets of EAP Case management including assessment, Referral and appropriate follow-up with the client as long as it is appropriate and serves the client’s needs.
- Case management will also include assisting clients in locating and attaining a variety of resources as assessed and agreed upon by the client and counselor.
- Conduct assessments with clients on a variety of presenting issues including mood disorders, job, family and chemical dependence issues including positive drug screens.
- Engage in weekly Individual Supervision, Group Consultation, Counselor Meeting and Staff Meeting.
- Conduct trainings or EAP Employee Orientations as assigned.
- Counselors are required to have a Master’s Degree in a relevant discipline, i.e. Social Work, Counseling Psychology, etc…
- Counselors are required to have at minimum an LSW or LPC. LCSW or LCPC is preferred.
- Counselors are expected to have at least 3 three years of related, supervised experience in a substance abuse and/or mental health setting.
- Counselors are expected to demonstrate the ability to work with clients with a variety of issues in an empathic and respectful manner.
- Counselors are expected to adhere to all state, federal confidentiality requirements as well as those required by HIPAA.
- Counselors are expected to maintain their credentials including their clinical license and any certifications they may have. Involvement in EAPA is also encouraged.
- Counselors are expected to engage in all EAP core functions as assigned and to the best of their ability.

If you are interested in applying for the position, please submit your resume along with references to: jkorenich@ers-eap.com or by fax at (312)269-0309. If you have any questions, please direct your inquiries to the attention of Jim Korenich, Director of Clinical Services. He can be reached by e-mail, fax or by phone at (312) 780-6316.