

Tasks

<p>F-1 Provide clients with the methods and processes to solve problems and mediate disputes</p>	<p>F-2 Provide clients with resources and referrals to hospital employee assistance programs</p>	<p>F-3 Provide child care resources and/or referrals to agency providers of child care</p>	<p>F-4 Provide clients with resources and/or referrals to a housing assistance provider</p>
<p>F-5 Assist clients with identifying strategies to meet specific, measurable and time-targeted objectives to improve attendance</p>	<p>F-6 Assist clients in identifying strategies to meet supervisor expectations and evaluating workplace accomplishments</p>	<p>F-7 Assist clients in identifying various strategies to manage and ameliorate anxiety and stress</p>	<p>F-8 Assist clients in identifying various methods to develop strong working relationships with co-workers and supervisors</p>
<p>F-9 Provide clients with information on public and private transportation</p>	<p>F-10 Assist clients with time management skills for the purpose of generating effective work and improved productivity</p>	<p>F-11 Meet with clients and supervisors to resolve workplace issues</p>	<p>F-12 Facilitate the relationship between clients and their mentors, where applicable</p>
<p>F-13 Interpret program evaluation and reports to improve program outcomes</p>	<p>F-14 Facilitate groups on personal and professional development</p>		

Knowledge and Skills

<p>F-A Working knowledge of mentoring techniques</p>	<p>F-B Working knowledge of mediation techniques</p>
<p>F-C Working knowledge of counseling theory and practices</p>	<p>F-D Ability to implement intervention strategies</p>
<p>F-E Working knowledge of group dynamics</p>	<p>F-F Good conflict resolution skills</p>
<p>F-G Good time management skills</p>	