

# We Can HELP

Are personal problems  
causing difficulty at work  
or could if not resolved?

Are you struggling with alcohol,  
drug addiction or behavioral  
and emotional problems?

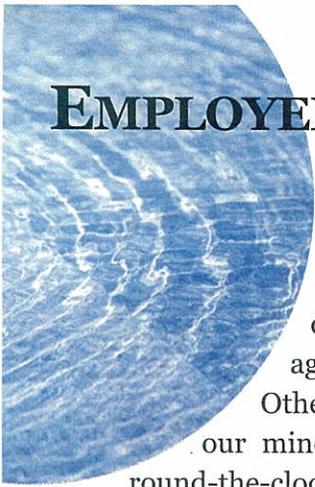
For confidential information  
and assistance, call your  
Employee Assistance Program (EAP)

**(703) 692-8917**

**b/fi**

# EMPLOYEE ASSISTANCE PROGRAM

**EAP**



# EMPLOYEE ASSISTANCE PROGRAM

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We all have concerns or issues that impact our daily lives. Many we manage to resolve on our own. Others weigh so heavily on our minds they are with us round-the-clock. Personal problems can adversely affect our relationships, home life and job performance.

This organization cares about the overall well-being of its employees. Management also realizes the importance of handling problems before they become insurmountable. Intervening before an employee is unable to physically or emotionally handle their job or cope with day-to-day living is a priority.

## **HOW CAN THE EAP HELP?**

When you are experiencing ongoing or overwhelming problems related to stress, family, emotional, alcohol or drug use, financial or other concerns, the EAP can help. Talking things over with a professional counselor can often give you the direction you need to resolve the issues that are getting in your way.

## **IS THERE COST INVOLVED?**

This Employee Assistance Program is being provided to you because you are important. There is no charge for counseling with your employee assistance counselor.

Often a personal problem can be resolved in a few visits. If your particular concern requires more specialized assistance, the counselor can refer you to the most appropriate resource. Insurance or medical programs can cover most referral options. For those that are not covered, the counselor can refer you to a resource whose fees are based on an individual's ability to pay.

## **WHAT SERVICES DOES THE EAP PROVIDE?**

DIAGNOSTIC AND SHORT-TERM COUNSELING

REFERRAL TO AREA RESOURCES FOR TREATMENT AND ASSISTANCE

COMPREHENSIVE RESOURCE INVENTORY

CLIENT FOLLOW-UP AND AFTERCARE

SUPERVISORY CONSULTATION

CRISIS INTERVENTION

TRAINING AND EDUCATION

## **IS IT REALLY CONFIDENTIAL?**

No employee's job status or promotion opportunity will be endangered by a request for assistance. Federal and state law guarantee the confidentiality of client identity and records. The primary concern is that employees receive the assistance they need.

## **HOW CAN I USE THE PROGRAM?**

You or any member of your family may contact the EAP directly by calling the number printed on this brochure. An appointment will be made for you with one of the counselors at your convenience.

## **WHO PROVIDES THE EAP?**

Behavioral/Factors Inc. (B/Fi) provides this program for your organization. B/Fi is a corporate association of counseling professionals specializing in Employee Assistance Program design and operation. B/Fi emphasizes a positive, results-oriented behavioral change approach.

The B/Fi EAP model provides highly professional staffing and counseling/referral services as follows:

## **STAFFING**

Ph.D. Psychologist Director/ Clinical supervisor with extensive EAP management, counseling, and referral experience.

Trained, experienced employee assistance counselors with Ph.D.s or Master's degrees in counseling, psychology, or social work.

Other B/Fi associates as needed.