*Employee*

*Assistance*

*Program*



##### **Navigating Life’s Transitions**

The Department of Veterans Affairs recognizes that the health and well-being of employees is an essential factor in providing quality care. Employees experiencing personal and work related problems can sometimes lose their effectiveness in the work place. The VA is dedicated to providing support to employees during difficult times.



*Help is just a phone call away.*

##### **Employee assistance is confidential.**

***Employee***

***Assistance***

***Program***

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##### **Navigating Life’s Transitions**



###### *NEW JERSEY*

***HEALTHCARE SYSTEM***

***East Orange:***

***973-676-1000 X 5830***

####  ***Lyons:***

####  ***908-647-0180 X 5830***

#### ***Outside line:***

***908-604-5830***

#### ***Faith Waters, LCSW, EAP Coordinator***

In a Mental Health Crisis, call the National Suicide Prevention Lifeline @ 800-273-8255.

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 ***EMPLOYEE***

 ***ASSISTANCE***

 ***PROGRAM***

*People are our priority.*

*NEW JERSEY*

*HEALTHCARE SYSTEM*

**What is the Employee Assistance Program?**

 **What is the EAP Program?**

The Employee Assistance Program (EAP) is a confidential, short-term and solution focused counseling program for employees and their immediate family members who may be experiencing personal problems. The EAP program is designed to help employees.

**What kind of problems can be brought to EAP?**

The EAP offers help with a wide range of problems including:

* Alcohol and drug abuse
* Work related stress
* Work adjustments/Difficulties
* Job performance problems
* Emotional problems
* Family/Marital conflicts
* Domestic violence
* Child care and elder care

EAP also offers information and referral for health, legal, financial, educational and other services.

How do I know if I have a problem?

* Feel preoccupied with a problem
* Fail repeatedly in your efforts to solve it yourself
* Spend a lot of energy denying a problem or hoping it will go away
* Get tired or sick from it
* Experience frequent mood swings
* Feel unhappy most of the time
* Experience problems with family or friends

Your job performance provides other clues that you should seek help.

Are you:

* Missing deadlines
* Having frequent accidents
* Making more mistakes
* Withdrawing from or avoiding co-workers
* Needing more time than usual to start and finish tasks
* Missing work frequently

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**Is the EAP confidential?**

Confidentiality is strictly observed. No information is released without written consent in accordance with the law.

What other services does EAP provide?

* Supervisory consultation and training.
* Employee educational programs on work/life, stress management, and other topics.
* Support services following traumatic incidents or a crisis.

What happens when an employee comes to EAP?

The employee will meet with a professional and experienced EAP counselor to discuss their concerns and plan the best way to approach the issue. If an outside treatment or service is needed, the most effective and economical non-VA resources will be recommended.

How do I contact EAP?

The program is strictly voluntary. It is your decision to call and to use the services. Supervisors may recommend that individuals having job performance problems contact EAP for confidential assistance and appropriate guidance. To schedule an appointment call EAP in East Orange at 973-676-1000 x 5830 or in Lyons at 908-647-0180 x 5830. From an outside line, 908-604-5830.