

# When is EAP Right for Me?

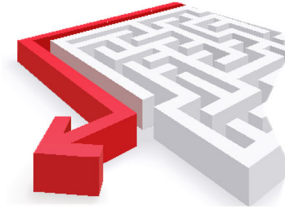


## Understanding and Accessing Your Employee Assistance Program

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One of the primary functions of the Employee Assistance Program (EAP) is to provide crisis intervention, assessment and referral services to employees, retired employees and their immediate family. Throughout the years, individuals, couples and families have come to get assistance with many different types of problems. Problems that, to some degree, were affecting the quality of their lives and/ or the lives of people they care about. Additionally, individuals have come to the EAP to receive guidance in getting assistance for a coworker they are concerned about. Supervisors and union reps also utilize the program to explore effective mechanisms for referring employees who are experiencing difficulties affecting their job performance.



As you are deciding to take steps to seek assistance for issues affecting you professionally and/or personally, questions you might be asking are:

- How can anyone help me?
- What should I expect?
- Where do I start?

All of these questions are normal and important. These questions can take on a more powerful meaning when there is a sense of urgency and need. They can impact the decision to get help. Through neutral and confidential assistance, your EAP can assist you by helping to explore fully the presenting concerns and the factors that are influencing your emotional, physical and mental well-being.

### ♦ Assessment and Referrals:

- Clarify the options available to address your specific needs.
- Prioritize the steps necessary to address and resolve your concerns.
- Advocate for quality and affordable assistance.

### ♦ Can EAP Help Me with This?

Below is a list of some types of problems for which individuals have sought assistance at the EAP over the years. Following a thorough assessment by an EAP Counselor/Coordinator, a customized referral will be made to a service or a private practitioner prescreened by the EAP counseling staff. At times, the EAP Counselor/Coordinator may determine that the presenting issue can be resolved in a brief counseling format, which will be provided at the EAP appointment.

#### **Mental health issues:**

All Psychiatric Diagnoses

*Including:*

Alzheimer's disease and dementia  
Attention Deficit Disorder/  
Hyperactivity  
Depression  
Eating disorders  
Postpartum depression  
Post-traumatic stress/PTSD  
Stress or Anxiety  
Suicide: adults/children  
Trauma

#### **Addiction:**

Alcohol/Drugs  
Codependency  
Family/Children of addiction  
Gambling

#### **Support for:**

Adults/Children with  
Developmental Disabilities  
Elderly and their families

#### **Support with Life Issues:**

Aging  
Adjustment problems  
Bereavement  
Career counseling  
Child abuse/neglect  
Children's issues:  
peers/school  
Communication  
Coping with medical issues  
Family conflict  
Health problems  
Infertility  
Loss and separation  
Marital conflict  
Menopause  
Parenting  
Pre-marital counseling  
Relationship issues  
Self esteem  
Sexuality  
Work-related problems

#### **Legal Referral/Support**

Crime victims  
Divorce  
Domestic violence  
Sexual harassment  
Sexual violence

## ♦ What About This?

Budgeting	Mediation
Child custody	Nursing care
Debt counseling	Nursing home placement
Financial planning	Public transportation resources
Home health care	Respite
Homelessness	Runaways
Hospice care	Sleep disturbance
Legal assistance	Smoking cessation

Although the EAP does not directly provide the services listed above, individuals seeking assistance with these types of situations will receive a thorough assessment from the EAP Counselor/Coordinator to assist in making an appropriate referral to a professional who specializes in providing the service.

## ♦ What if I Need a Medical Referral?

Typically, when individuals seek assistance from the EAP for issues related to medical problems, they generally need help coping with the illness or dealing with the issues related to caregiving. The EAP does not provide direct referrals to dentists or medical doctors (other than psychiatrists).

## ♦ What if My Problem is not Listed?

It is likely the EAP can assist you. If you do not see your problem or issue listed, please call one of the offices for assistance.

## ♦ Why is EAP Important?

Most people experience some personal or emotional problems at one time or another. Usually people can handle these problems on their own. But sometimes, in spite of the person's best efforts to handle the situation, it continues or gets worse. When this happens, the problem can affect job performance. There might be time and attendance problems, low productivity, or trouble getting along with co-workers and supervisors. Eventually, there can be disciplinary actions and threats to job security. But, if an employee gets in touch with EAP in the early stages, chances are help can be arranged before the problem gets out of hand.

## ♦ How Does It Work?

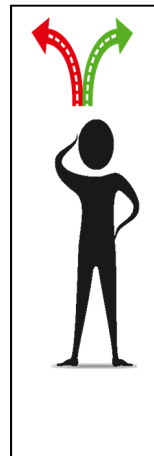
EAP is free, confidential and voluntary. This means there is no charge for your meeting with an EAP Counselor/Coordinator. It means your problems are not discussed with supervisors, personnel officers or union leaders. The voluntary nature of the program means the decision to participate in EAP is strictly up to you. A supervisor may recommend an employee seek help from EAP, but the employee is not required to do so.

## ♦ Who is the EAP Counselor/Coordinator?

The Counselor/Coordinator is a trained and experienced qualified mental health professional, with a degree in Social Work or Counseling. The EAP Counselor/Coordinator is bound by the EAP policy of total confidentiality.

## ♦ When is EAP Available to Me?

Your EAP provides services 12 months a year and is here for you during school vacations and throughout the summer. Both daytime and evening hours are available by appointment.



## ♦ Is EAP Confidential?

The confidentiality of every individual who uses the program is strictly upheld. The EAP acknowledges the right of all people to obtain quality, professional services in an environment that fosters respect, support and dignity. Give us a call, we can help!

## ♦ Additional Information

If you would like additional information regarding your EAP, you can call (631) 289-0480 or visit our website at [www.esboces.org/EAP](http://www.esboces.org/EAP) and take a look at the EAP orientation video.

### Medford Office

1741 D North Ocean Avenue  
Medford, NY 11763  
631-289-0480

### Commack Office

154 Commack Road, Suite 210  
Commack, NY 11725  
631-218-5445

### Hampton Bays Office

188 W Montauk Hwy, Suite E1  
Hampton Bays, NY 11946  
631-728-2008



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