




Everybody Wins With The Employee Assistance Program

When your personal concerns receive proper attention everyone in your life is better off – family members, clients, co-workers, employers and, of course, you. Reach out to the Employee Assistance Program for help during difficult times – it is a benefit that personalizes our commitment to support one another.

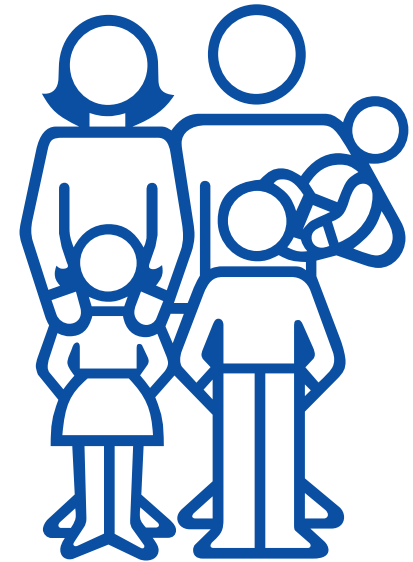


**St. Alexius
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EMPLOYEE ASSISTANCE PROGRAM



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What Would You Do If...

- ... your supervisor has expressed concern about poor job performance?
- ... you were having problems in your marriage?
- ... your budget was out of control?
- ... a family member was drinking too much?

Everyone has problems. Sometimes they get too heavy to carry alone. Talking with someone who understands can be a major step toward resolution. Your organization is concerned about its employees and recognizes that work performance is affected by personal concerns. The Employee Assistance Program is designed to help employees resolve personal problems and get their lives back in order.

What Is The Employee Assistance Program?

The Employee Assistance Program is a confidential assessment/counseling/referral service staffed by trained professionals who can help you and your family to evaluate your problems and take positive action to resolve them.

How Does It Work?

Your organization provides employee assistance services to all employees and their immediate family members. Immediate family includes the spouse and/or dependent children living in the same household as the employee, or dependent children attending a college or university.

When you or your family members contact the EAP, a professional counselor will assess your situation and provide the assistance needed to resolve it. This may include confidential contacts with the counselor, or referral to a specialist who is trained in your specific area of difficulty.

What Kind Of Help Is Available?

Marital or Family Concerns

Marriage and family problems can be upsetting for everyone. Discussing these concerns with a professional counselor will help couples and families to understand and deal with difficult situations.

Work-Related Problems

Stress. Burnout. Personal problems that affect performance on the job. These difficulties can be found in both large and small organizations. Consultation with a skilled professional can help to sort out problems and find solutions.

Emotional and Behavioral Concerns

Depression. Anxiety. Anger. Loneliness. When difficult experiences affect relationships and job performance, the Employee Assistance Program offers qualified clinicians who will help to address these concerns.

Financial Problems

Credit cards charged to the limit. Spending over budget. Finding it impossible to save. The Employee Assistance Program can provide a professional who will help you to manage your financial resources more effectively.

Alcohol and Drug Dependence

Problem drinking and other drug abuse threaten relationships, endanger health and affect the work environment. An Employee Assistance counselor can assess the problem and determine the course of action needed.

Is It Confidential?

The most basic component of the Employee Assistance Program is confidentiality. When you use the service no one else is told anything unless you sign to release information to specific people for a specific purpose.

How Much Does It Cost?

The Employee Assistance Program provides up to 8 counseling sessions without cost to you or your family. If you should be referred to another community agency, the service may be covered by your health insurance or other resources. The counselor will work with you to determine the best option and to minimize cost.

How To Use The EAP

Convenient office hours can be arranged in the Bismarck/Mandan area as well as various state-wide and national affiliate locations. Employees and their families may contact a counselor to arrange services near their place of residence or work location by calling:

530-7195

or

1-800-327-7195

Calls for appointments are taken Monday through Friday, 8:00 a.m. to 4:30 p.m.

Calls to address any emergency or crisis situation are taken 24 hours a day, seven days a week. When calling after working hours, please ask for the EAP counselor on call.