



EMPLOYEE ASSISTANCE PROGRAM

Personal and family problems can diminish employee productivity. With the help of your Employee Assistance Program (EAP), provided by Federal Occupational Health, you can resolve problems and become happier, healthier and even more productive at home and at work.

CONVENIENT ACCESS BY PHONE OR ON THE WEB

At Robins AFB call Jamie Tillit at 327-7577 and Lynn Irvine at 327-7683. Employees can also call **800-222-0364** or (888) 262-7848 (TTY) from anywhere in the United States to receive immediate assistance, 24 hours a day, 365 days a year. You can also obtain information and resources online at FOH4You.com. On FOH4You.com, you will have easy access to educational materials, self-assessment tools, and specific information on available EAP services.



COUNSELING SERVICES

Licensed or credentialed professional counselors provide face-to-face, short-term counseling to employees and family members. Counselors can also provide referrals to community resources based on client needs, health insurance coverage, and financial resources.

FINANCIAL AND LEGAL SERVICES

FOH's EAP includes free consultation with financial experts and licensed attorneys to provide assistance with legal and financial questions. Services include living will preparation, health care power of attorney, housing or real estate matters, estate planning, education funding, retirement planning, and investment strategies.

EDUCATION AND TRAINING

Our training programs support both supervisors and employees. *Employee-orientation* sessions discuss the features and benefits of the EAP, how the EAP functions, and how to access and use the EAP. *Supervisor Training* includes useful information about when and how supervisors refer employees to the EAP, documentation, crisis management, privacy, and confidentiality. Educational *workshops and seminars* include such topics as conflict resolution, substance abuse prevention, balancing work and life, time and stress management, coping with change and transition, and more.

SUPERVISOR AND RISK MANAGEMENT CONSULTATION

EAP counselors provide guidance and consultation so that supervisors and managers can effectively identify, interact with and refer troubled employees to the program. FOH counselors are always available to discuss performance concerns and the appropriate EAP intervention.

CRITICAL INCIDENT RESPONSE

Professionally trained Critical Incident Stress Management (CISM) counselors assist in managing traumatic situations such as threats, acts of violence, natural disasters, injury, or death. Immediate management consultations, CISM services and follow-up with the organization and individuals are provided as appropriate.

CONFIDENTIALITY

The EAP is confidential in accordance with both state and federal laws, including the Privacy Act of 1974 and applicable Confidentiality Regulations (42 CFR 1A2). However, as required by law, counselors must report life-threatening situations, such as child or elder abuse or threats of serious harm to themselves or others.

**Federal Occupational Health's
Employee Assistance Program (EAP)
(800) 222-0364 | (888) 262-7848 (TTY)
www.foh4you.com**