

EMPLOYEE ASSISTANCE PROGRAM



*We are here to help –24 hours a day,
seven days a week.*

**Professional
Resources**
(800) 266-0510



WHY AN EMPLOYEE ASSISTANCE PROGRAM?

Your employer is aware that there are personal problems that may affect an employee's job performance.

Some of these include:

- Credit/Financial Concerns
- Family Problems
- Alcohol/Drug Abuse
- Child/Elder Care Needs
- Divorce
- Parenting Issues
- Stress
- Domestic Violence
- Depression
- Legal/Medical Matters

We are also aware that sometimes people need assistance in finding the help to deal with these problems. By providing an employee assistance program your employer encourages employees, who may be having problems, to seek professional help in a strictly confidential manner.

HOW DOES AN EMPLOYEE ASSISTANCE PROGRAM WORK?

You, your spouse, or your eligible dependents may contact an EAP counselor directly. You may also be requested to contact the EAP by your supervisor. When you call for an appointment, every effort will be made to meet with you as soon as possible. Convenient appointment times will be offered. Appointments are scheduled away from your place of employment to protect confidentiality. Assistance is available 24 hours a day, 365 days a year.



WILL SERVICES BE CONFIDENTIAL?

Confidentiality is one of the most important aspects of the program. If you contact the EAP directly, no one in the company will know about it—unless you tell them. If you call at the request of your supervisor, the EAP staff member will (with your written consent) let the supervisor know if you have agreed to accept the help that was offered. No information concerning the nature of your problem will be released without your written consent.



WHO PROVIDES THESE SERVICES?

Professional Resources has been retained to assist you and your family in solving problems which affect your personal life and/or job performance. We will help you identify problems and locate services from other agencies if necessary. Professional Resources utilizes licensed counselors and has been providing EAP services since 1979. The trained and professional staff is experienced in working with people who find themselves facing unexpected difficulties.

WHAT WILL IT COST?

There is no charge for you or your dependents for the first three meetings with the EAP staff because your employer pays the cost. Many times, a single phone call or meeting can provide the help needed.

IMPORTANT! - If it is determined that there is a need for further specialized assistance from other agencies, there may be charges. The cost for additional assistance may be covered by group insurance. The EAP staff person will assist you with these matters.

YOUR EMPLOYEE ASSISTANCE PROGRAM PROVIDES:

- Consultation regarding personal concerns
- Referral Services
- Brief therapy
- Services for you and your dependents
- Daytime/evening appointments
- Multiple locations
- Professional, licensed staff



FOR FURTHER INFORMATION CONTACT:

- Your Employee Assistance Program at
Phone: (800) 266-0510
Text: (949) 668-3030
Email: EAP@Pro-Resources.org
- Your supervisor
- Your human resources office



"Life is 10 percent what happens to me and 90 percent how I react to it."

Charles Swindoll

"In the middle of every difficulty lies opportunity."

Albert Einstein



Don't let everyday problems and stressors get in your way.

Call us, we offer free and confidential support 24 hours a day, 7 days a week.

(800) 266-0510