
Archdiocese of St. Louis EAP cares for you and your family, and understands that your emotional health is as important as your physical health.



**Archdiocese
of St. Louis**

1-888-629-3835

For the convenience of its clients, Catholic Family Services maintains offices throughout the community.

Florissant

1385 Harkee Drive
Florissant, MO 63031
(314) 831-1533

South County/Administration

9200 Watson Road
Suite G101
St. Louis, MO 63126
(314) 544-3800

West County

498 Woods Mill Road
Manchester, MO 63011
(636) 391-9966

O'Fallon, MO

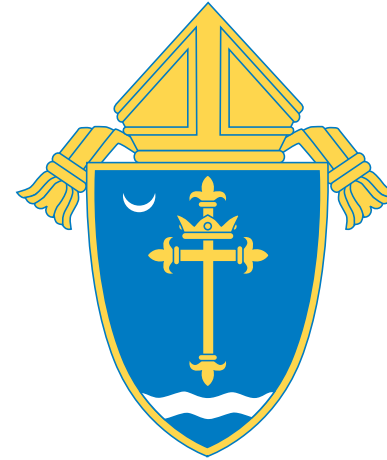
311 South Main
Suite 100
O'Fallon, MO 63366
(636) 281-1990

Troy, MO

140 Professional Parkway
Troy, MO 63379
(636) 281-1990

Union

102 E. Springfield
Suite 202
Union, MO 63084
(314) 583-1800



**Archdiocese
of St. Louis
EAP**

**A Guide to Your
Employee Assistance
Program (EAP)**

***Helping employees solve
personal problems***

Archdiocese of St. Louis Employee Assistance Program

What is EAP and what can it do for me?

The Archdiocese of St. Louis Employee Assistance Program is an internal employee assistance program offering short-term mental health counseling and work/life management at no cost to the employee. All EAP counselors are at least master's level mental health professionals who have extensive training in problem assessment, treatment and referral. The Archdiocese of St. Louis has contracted with Catholic Family Services to provide comprehensive, high quality mental health benefits to our employees.

By simply making a confidential, toll-free call to the Archdiocese of St. Louis EAP, 1-888-629-3835, an eligible employee or household family member can access the following services:

Crisis Service:

Your EAP has an experienced staff available 24 hours a day, seven days a week. Your call will be answered by a service representative 24 hours a day. After listening to your needs, the representatives will help you

schedule an appointment with an EAP counselor or, in urgent situations, will connect you with the crisis counselor.

Assessment:

Your EAP counselor will assess the nature of the problem and will help you develop a plan of action to best resolve it.

Counseling:

Up to six (6) free sessions of counseling per problem per year with EAP staff. In many cases, this counseling is all that is needed to resolve the problem.

Referral Services:

There will be times when your EAP counselor may determine that a longer term or more specialized care is necessary and refer you or your dependent to an outside therapist, treatment center or hospital that meets the requirements of your medical plan.

Follow up:

Your EAP counselor will remain with both you and the provider to assure that you continue to receive quality care.

What kind of problems can the EAP help with and who can use the program?

EAP counselors can help employees and their families deal with a wide range of personal problems. Some of the most common problem areas are:

Family Problems

Parenting Issues

Marital/Relationship Conflicts

Emotional Concerns (Stress, Anxiety, Depression)

Alcohol/Drug Problems

Referral for Financial or Legal Problems

The services offered through the EAP are available to all eligible employees and their household members. Employee's spouses and dependent children are welcome to use these services with or without the employee's participation.

Who is Eligible?

Archdiocese employees who work 1,000 hours or more per year or educators who work half-time or more. Catholic Charities employees should check with your Agency for eligibility requirements.

Is this service confidential?

Confidentiality is totally assured for you and your family members. The staff of EAP adheres to all federal and state guidelines regarding confidentiality. Your employer will not be informed of your participation. Information only will be released with your written permission or in a life threatening situation, or child abuse.

Where are EAP offices located?

Offices shall be within a reasonable distance of the employee's place of employment. See back of this brochure for office locations.

There are also affiliate providers throughout the Archdiocese of St. Louis.

EAP Counseling benefits:

One through six (1-6) visits, through the EAP are at **no charge**.



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