



Listed below is a sampling of services available to you through The Village Business Institute's EAP. If you have questions, please call 1-800-627-8220.

#### RELATIONSHIP ISSUES

- Marriage/couple conflicts
- Parent/child conflicts
- Single parent challenges
- Coping with older parents
- Children's issues
- Two-career families
- Co-dependency/unhealthy relationship issues

#### EMOTIONAL HEALTH

- Personal adjustment problems
- Emotional problems
- Depression
- Suicide issues
- Guilt, shame and self-esteem issues
- Stress/Anxiety
- Grief/Loss

#### DRUG AND ALCOHOL ISSUES

- Kids and alcohol/drugs
- Prevention education
- Assessment/evaluation
- Post-treatment counseling

#### WORKPLACE ISSUES

- Job-related conflict
- Coping with change
- Job stress coping skills
- Dealing with difficult co-workers
- Work-life balance

#### FINANCIAL AND LEGAL COUNSELING

- Assessment of legal problems
- Budget counseling and education
- Compulsive spending/gambling
- Retirement planning
- Money management education
- Information on using credit wisely
- Debt management
- Housing counseling
- Bankruptcy information

#### ABOUT VBI'S EAP

The Village Employee Assistance Program (EAP) is a collection of services to provide individual assistance to employees and household members experiencing personal difficulties. In addition, the program serves employees with organizational and consultation services. These services are designed to improve and maintain productivity and healthy functioning of the workplace.

#### WHO CAN USE THE EAP?

Employees and Household Members of our EAP client organizations.

#### DID YOU KNOW? THE VILLAGE EAP IS...

**Convenient:** It is easy to make an appointment by calling our intake office for face to face counseling. We use a nationwide network of providers including our Village offices in North Dakota and Minnesota.

**Confidential:** All services are strictly confidential. Your discussions about any issues are between you and your counselor. We follow all HIPAA guidelines regarding confidentiality.

**No Cost:** There is no cost to you for services. Your employer has made an investment in your wellness.



**www.VillageEAP.com**  
(Password: VillageEAP)  
**1-800-627-8220**

*The Village Business Institute is accredited by The Council on Accreditation of Services for Families and Children, a member of The Employee Assistance Professionals' Association, Inc., The International Critical Incident Stress Foundation, Inc., and The Organizational Development Network.*



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## EMPLOYEE ASSISTANCE PROGRAM (EAP)

## What is The Village Business Institute's Employee Assistance Program?

Today, at least 10 to 20 percent of any workforce is facing personal problems—problems that have an impact, not only on an employee's personal life, but on job performance as well. The Village Business Institute's EAP is a confidential, independent counseling program that offers short-term professional guidance in a variety of areas.

## How do I know if I need help?

You don't have to know. You just need to know that you want things to be different.

### Here are some reasons you might call for help:

- Money problems are causing stress, unhappiness or relationship problems.
- You find yourself acting, thinking or feeling in ways you don't like, but you just can't seem to help yourself.
- You can't talk to people anymore, even those who are closest to you.
- You are consistently unhappy, nervous or short-tempered, impatient or withdrawn.
- Worries and problems keep you awake at night, or make you want to sleep all the time.
- Old problems won't leave you alone.
- You feel out of control of your life.
- Negative behavior patterns or relationship patterns keep recurring.
- You feel like an outsider—like you don't fit in anywhere or that people are talking about you.
- You feel like your weaknesses outweigh your strengths and you aren't reaching your potential.
- You're frustrated at work and don't know how to deal with it.
- You have unanswered legal questions.

## How does it work?

All you, or a member of your household, needs to do is **call 1-800-627-8220** and identify that you'd like to access your Village EAP through your employer.

## Why is my employer offering an EAP?

When you are having personal problems, you suffer, and so does your work. It's very difficult to meet job performance goals when personal problems seem overwhelming. Troubled employees can also create conflict among co-workers and with customers.

Your employer cares about your well-being and wants you and your household members to be able to access the services you need to improve the quality of your overall health. The Village EAP offers wellness services that can positively affect your physical and emotional health. By offering The Village EAP, your organization has invested in taking care of you.

Because your well-being is affected by the issues your partner or other household members face, the EAP services are also available to them.

## Are my problems really safe with you?

All services provided by The Village Business Institute's EAP are strictly confidential. The discussion of any problem is just between you and the counselor. Your employer and your co-workers will not have any knowledge of your request for help. The following are the only circumstances under which we will share any information you discuss with your EAP counselor:

- If you tell us to verify we have seen you or are working with you, we can arrange to pass on the information to a family member, your doctor, employer or whomever you choose. You will need to sign a release of information form before we can communicate the information.
- We are bound, as is every health care professional, by state and federal law. That means what you share stays with us unless there is a clear and present threat of harm to you or someone else, if we become aware of child abuse or neglect, or if we have to comply with a court order.

That's it. Under no other circumstances will we provide information about you to anyone else. Your counseling session truly is a safe place for you to talk and work toward solutions for your personal problems.



## How much does it cost?

There is **no cost to you** for services provided under your employer's EAP contract with The Village Business Institute.

## Who provides the EAP services?

The Village Business Institute provides services nationally through Village offices located throughout Minnesota and North Dakota, and through a national network of approved providers. Your appointment will be made with a provider near you.



**Call 1-800-627-8220**

*Sign up to receive our monthly newsletter electronically at our Members Only website [www.VillageEAP.com](http://www.VillageEAP.com) (Password: VillageEAP)*