

EMPLOYEE ASSISTANCE COORDINATOR RE-APPLICATION

Name		Work Telephone Number			
Work Address		Division /Bureau			
Working Job Title	Represented		Supervise Others		Regular Work Hours
	Yes	No	Yes	No	

A. PERSONAL HISTORY. Answer the following questions in the space provided. Your response will be kept confidential.

1. Briefly describe why you are interested in continuing as an Employee Assistance Coordinator (EAC).
2. What education, training, or skills have you acquired that the EAP Director may not be aware of which have been useful in your role as an EAC?
3. Do you have adequate time to follow through on EAP contacts?
4. Would your supervisor continue to be supportive of your involvement in the EAP, including providing release time for training? Explain why or why not.
5. What do you do to ensure privacy when you have EAP contacts?
6. What have you found to be most difficult about being an Employee Assistance Coordinator?
7. Do you feel you are adequately trained to fulfill your EAC role? If not, explain why.
8. Any other comments or concerns

B. CASE STUDIES. The following are situations you might encounter as an EAC. Answer the questions in the space provided.

1. You receive a call from an employee who is a member of the opposite sex asking to see you about a personal problem. As you discuss a time and place, the employee suggests that you come by his/her home because he/she would feel most comfortable there.
 - a. How would you respond and why?

 - b. What types of issues might you want to consider?

2. Bill has met with you three times as a EAC and wants to talk with you again. He has missed work and is presently being disciplined for absenteeism. You have made a referral, but are concerned that he wants you to act as his therapist. Later the next day, his supervisor calls and asks you if Bill has come to see you about his alcohol problem saying he wants to help Bill.
 - a. How would you respond to the supervisor?

 - b. What limits would you set with Bill and why?

3. A woman comes to see you in your capacity as an EAC. You notice she is wearing dark glasses but avoids discussing them. She tells you that she is concerned about her husband's drinking. She continues to explain that she has grown accustomed to his drinking but that her two teen-age daughters have started to act strangely and to complain about him. You learn this is the employee's second marriage.
 - a. What issues/observations would you consider?

C. REFERENCE. Please complete the following reference information.

Immediate Supervisor - Name

Work Telephone Number

Work Address (Street, P.O. Box, City, State, Zip Code)
