

*Your personal guide to EAP services*





**Direct Correspondence to:**

**EASE**

*6401 Linda Vista Road, #505*

*San Diego, CA 92111-7399*

*(858) 277-EASE (3273)*

*TOLL FREE 1-800-722-EASE (3273)*

***Employee Assistance  
Services For School  
And College Districts  
of San Diego County***

- **NO COST TO YOU**
- **CONFIDENTIAL**
- **LICENSED PROFESSIONAL  
THERAPISTS**

# **For School Employees**

## **Why?**

We all experience personal problems at one time or another. Sometimes, we also encounter a job-related problem. These problems, large or small, can affect both our personal lives and our performance at work.

This is why your school district provides the EASE service for you free of charge. EASE is a professional, confidential service to help you resolve your personal or job-related problems.

## **Who?**

All full and part time employees of contracting school districts are eligible for EASE services. Family members of employees are also eligible to use the program.

The EASE Specialists are licensed, trained therapists who will assess the nature of your problem (s) during one or several meetings with you, and assist you with brief problem solving if appropriate.

If ongoing assistance is necessary, your referral options will be discussed with you. Any referral may involve charges which will be your responsibility.

## **What?**

Our team of EASE specialists can help you and/or refer you to the appropriate resource for the following kinds of problem:

- **Personal**
- **Family and Marital**
- **Job Related**
- **Emotional**
- **Alcohol**
- **Drug**



## **When?**

You will schedule an appointment with an EASE specialist at a convenient time.

## **Where?**

The EASE specialists are located in several offices throughout the county for your convenience. When you call to initiate an appointment, you are free to choose the most suitable location.

# For School Supervisors

## Why?

An employee with a personal problem brings his/her problem to work. An employee with a job-related problem is similarly likely to falter in job performance. One employee's problem quickly becomes a work-site problem shared by the employee, his/her colleagues, the supervisor and sometimes the students.

It is always preferable to face a problem and resolve it, rather than sweep it under a rug. The problem may hide for a while, but ultimately it will surface again when additional stressors have added to its magnitude. Now the problem(s) is larger, harder to resolve, and there is further deterioration in job performance.

## Who/What?

Any supervisor can call the EASE office to discuss a problem regarding one or more employees. A confidential consultation will be provided to assist the supervisor in referring the employee to EASE or in taking other appropriate action.



Confidentiality

## **When?**

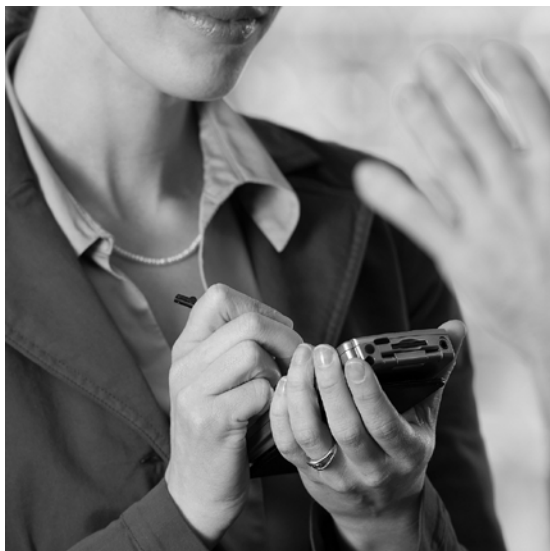


The sooner the supervisor calls the EASE office with a referral, the sooner the specialist can be of assistance. Watch for these signs of problems:

- **Deterioration in performance**
- **Attitude and personal appearance changes**
- **Absenteeism**
- **Tardiness**
- **Increase in accidents**

## **Where?**

Consultations are conducted by telephone and/or in person in a confidential setting.



# Confidentiality

One of the most important questions that employees and supervisors ask the EASE specialist is, “Is what I tell you confidential?” The answer to that question is a resounding “YES.” By law and ethical practice, the licensed EASE specialist cannot divulge any information provided by an employee (the client) without specific written consent from that client.

The only exceptions to confidentiality arise in the case of legally mandated reporting such as child abuse, elder abuse and/or danger to self or others. The EASE specialist is bound by California laws regarding these exceptions.

The role of the EASE specialist is to facilitate problem resolution. Confidentiality, therefore, plays a critical role.

If the EASE specialist feels that it is in the best interest of the client that information be shared, the EASE specialist will request a written release of information. However, should the client elect not to provide a release, no information will be forthcoming.

**THE CLIENT HAS THE FINAL CHOICE.**



Confidentiality

**REMEMBER-**

**NO ONE HAS TO  
GO IT ALONE**



**Keep The **EASE** Number Handy!**

CUT OUT THIS CARD TO CARRY  
IN YOUR WALLET OR PURSE



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**San Diego County Office Of Education JPA**

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