

SEOEMS EMPLOYEE ASSISTANCE PROGRAM

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Employees are the heart of the SEOEMS Emergency Care System. The development of the individual and promotion of his or her well-being are building blocks to essential teamwork.

Consistent with these values, SEOEMS provides an Employee Assistance Program (EAP) for employees to promote their physical and emotional well-being; and their healthy, productive functioning. The basic goals are to:

Help employees with persistent personal problems that become more than they can handle alone.

Provide assistance in resolving these problems using either SEOEMS or outside resources.

Assure that employees with problems are able to return to healthy, productive lifestyles as rapidly as possible.

Accomplish these results without jeopardizing employees' reputations or careers.

WHO NEEDS EAP?

Anyone can benefit from EAP, but a few simple guidelines may be useful. Consider seeking help when:

You avoid facing problem.

Your solutions aren't working.

A problem takes much of your time and energy.

A problem affects your work.

CONFIDENTIAL!

Your EAP will not provide information about you to anyone, for any reason, without your consent in writing. If you would like your counselor to provide information to your supervisor that can be arranged, but unless you ask for it, the counselor will not even tell anyone that you have used the service.

PHONE NUMBERS FOR SEOEMS EAP

Our Lady of Bellfonte Hospital
Ashland, KY
Phone: (606) 928-2911

Woodland Centers, Inc.
Gallipolis / Pomeroy / Jackson, OH
Phone: (740) 446-5500
(800) 252-5554

Any SEOEMS employee, students enrolled in the SEOEMS Training Certification Programs, or members of their immediate families may take advantage of the help offered through the EAP. Your position in the company does not matter, and your work does not have to be affected for you to seek help.

The type of problem does not matter. You may have:

Communication problems with an adolescent child

Concerns about alcohol or drug abuse

Financial problems

Marital tensions

Personal or family stress

Special health concerns

If you have questions about SEOEMS' EAP, or if you have any trouble accessing EAP, contact SEOEMS Human Resources Director Bev Knapp at Extension 218

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Stress Relief Tips

Try some of these simple steps at home or at work to bring down your level of stress and help you more effectively manage the stress in your life:

Recognize that stress is normal. If you feel worried, tense or angry, it does not necessarily mean that you're "not handling it well." It's human to be emotional. Rather than suppressing the feeling or "flying off the handle," write the feeling down. Start with "right now I feel..." Forget about the "because." Just naming the feeling often helps. Emotions that are ignored get bigger and more threatening.

Get physical. When we feel stressed, our bodies are sending us a message to MOVE. Our pulse quickens, our breathing speeds and our muscles tense up. This energy needs to be released somehow. Try taking a brisk walk or stretching now and then. Use your lunch breaks to move for a few minutes before returning to your desk. Alternately tighten and relax your fists, arms, legs, shoulders and stomach. The muscle motion drains off tension.

Breathe deeply. Sit comfortably with your hands on your lap and your legs uncrossed. Roll your head and hunch your shoulders up and down a few times. Next, breathe in evenly through your nose, then blow out gently through your mouth. On each exhale, silently repeat the word "one" or some other word like "peace" or "relax." Do this for 5 minutes, 3 times a day. This technique, known as the "relaxation response," has been proven to reduce blood pressure.

Use your imagination. The mind's ability to dream, to visualize and to imagine is a very powerful stress reduction tool. Close your eyes, breathe deeply and imagine that your mind is a movie theater. Project onto the blank screen any picture or place that you find relaxing (many people choose the ocean or a mountain stream). Stay in this imaginary place for a few moments before returning to the task at hand.

Learn to prioritize. We cannot do everything at once. Let go of some of the things that you tell yourself you "must do." Have your kids clean up their own messes or learn to close the door and let it be their room. Teach other members of the family how to do their own laundry. Are there some tasks that do not really belong to you but that you have "volunteered" for anyway? Learn to say "no" or "catch me later." In short, learn to prevent stress (rather than just fighting it) by simplifying your life.

Your EAP is here to help. If excessive stress is negatively impacting your personal, work or family life, your Employee Assistance Program (EAP) can help you. The EAP is staffed with trained counselors who can help you assess the situation, suggest ways to help, and help you determine a plan of action.

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