



**ALLEN MEMORIAL
HOSPITAL**
AN IOWA HEALTH SYSTEM AFFILIATE

1825 Logan Avenue
Waterloo, Iowa 50703
319-235-3550

What is the EAP?

Allen Employee Assistance Program (EAP) is a program provided by Cedar Falls Community Schools to help you and your family deal with personal problems.

Allen EAP offers initial assessment/referral and short-term counseling for employees and their immediate family members (up to 4 sessions each per calendar year) to address problems affecting personal relationships, health, and work performance.

You or an immediate family member can talk to an EAP counselor about:

- Relationship difficulties
- Alcohol or drug abuse
- Family or marital conflicts
- Financial problems
- Job stress
- Grief and loss issues
- Depression
- Anxiety
- Parenting issues
- Gambling concerns

How do I contact Allen EAP?

To schedule a confidential appointment, call (319) 235-3550, or toll free at 1-800-303-9996, Monday through Friday from 8:00 a.m. to 4:30 p.m. Identify yourself as part of Cedar Falls Community School's Employee Assistance Program. We will schedule an appointment to meet your needs.

What if it is an emergency?

If a personal crisis occurs when our office is closed, call (319) 235-HELP, or toll free 1-800-303-9996. An EAP counselor will call you within one hour of your call to help you stabilize the situation and will follow up with you to schedule an appointment if you need further support.

If you need immediate medical assistance, the counselor will help refer you to services outside the EAP, such as a doctor or an emergency room.

Is the EAP confidential?

All contacts made by employees and family members to the EAP are confidential. Your participation in the program will be treated confidentially in accordance with all state and federal mandates.

Does the EAP cost anything?

EAP services are paid for by Cedar Falls Community Schools. EAP services cover visits with an EAP counselor for the initial problem assessment and short-term counseling. If you and your counselor decide medical assistance or additional counseling is needed, your counselor will refer you to another agency. If referred, you will be responsible for any costs not covered by insurance.

No one lives a life without problems. When a personal problem disrupts your work or relationships, we encourage you to use the Employee Assistance Program.