



**Harrison**

## Employee Assistance Program (EAP)



### Looking for us?

Nunawading Level 1 - 1 Walkers Road Nunawading 3134 (Opposite Railway Station)	Croydon Level 1 - 148 Maroondah Hwy Croydon 3136 (Near Corner of Kent Ave)
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Our Opening Hours are  
9 - 9pm  
Monday to Friday

### What is the Employee Assistance Program?

The Employee Assistance Program (EAP) provides professional counselling for work related or personal problems which are impacting or likely to impact work performance and overall employee wellbeing. Face to face counselling is available from 9am to 9pm from Yarra Valley Psychology.

P: (03) 9877 3351

E: [info@yvp.com.au](mailto:info@yvp.com.au)

[www.yvp.com.au](http://www.yvp.com.au)

Version 1.0

## Accessing this Service

If you wish to access this service please fill out this form and place inside an envelope in the Human Resources Pigeon Hole in Reception. It is then up to you to contact Yarra Valley Psychology.

Your Name

Position

Date

Your

Signature



'We assist people to take charge of their own lives'

## Who is Yarra Valley Psychology?

Over the past ten years Yarra Valley Psychology has been providing a range of professional psychological and counselling services in our Nunawading and Croydon clinics. For your convenience both clinics are open from 9-9pm.

With over 30 psychologists and provisional psychologists, both male and female, we are able to offer a range of ethical and professional psychological services. All our consultants are fully registered psychologists and provisionally registered psychologists. A number of our consultants have also completed further studies in relationship counselling, child and adolescent psychology and family therapy.

## Will anyone know I've gone to EAP?

The only person who will know you have utilised EAP is the Human Resources Officer. No one else needs to know that you receive counselling. The HR Officer will only know that you have attended, she will not know your reasons for attending.

At Yarra Valley Psychology, we take confidentiality very seriously. Therefore, no information about you will be revealed to your employer or anyone else. Job security and promotional opportunities will not be jeopardised by seeking help through EAP.

## When might I need the EAP?

The EAP is available to give assistance for both personal and work related problems such as:

- Anxiety and Depression
- Self esteem/ Confidence Issues
- Communication Skills
- Work related stress and anxiety
- Burn out
- Life change issues
- Financial and legal worries
- Vocational guidance
- Panic attacks
- Interpersonal conflict
- Anger Management
- Alcohol/ drug/ gambling related problems
- Grief and bereavement
- Relationship and family problems
- Parenting concerns

## What can I expect?

Through the EAP, Yarra Valley Psychology offers ethical and professional counselling with an experienced Psychologist. You will always be treated with respect regardless of gender, culture, religious beliefs or sexuality. Appointments need to be made in advance for counselling by calling our reception on 9877 3351.

## Who refers me to EAP?

If you feel you need the EAP services you can self refer. Also, Supervisors, team leaders or managers may recommend the EAP to employees if appropriate.

## How do I access this service?

If you would like to access the EAP please fill out the form on the reverse side of this brochure, place in an envelope and in the Human Resources pigeon hole. Once this is done all you have to do is call Yarra Valley Psychology on 9877 3351. YVP Clinics are open 9-9pm. Appointments made during work hours will be classed as Personal Leave.

## What will it cost?

Up to three EAP counselling sessions per calendar year are provided free of charge to all employees. The service is provided independently by Yarra Valley Psychology and UnitingCare Harrison will cover the costs.