

**The Actors Fund,  
for everyone  
in entertainment.**

# CONTRACT SERVICES

## EMPLOYEE ASSISTANCE PROGRAM

Administered by The Actors Fund



# What is an Employee Assistance Program (EAP)?

The Employee Assistance Program for Contract Services is a free and confidential service designed to provide support and find solutions to a wide range of personal or work-related problems. Contract Services has engaged The Actors Fund to provide employees access to social workers that can help identify and find resources to resolve family, personal or work related problems.

Whether it's a simple question or a complex problem, you can contact Contract Services EAP at The Actors Fund.



Contract Services is committed to your health and well-being. Our Employee Assistance Program (EAP) at The Actors Fund is here to confidentially help you and your family members obtain support and assistance when you need it.

CALL YOUR ACTORS FUND EAP AT

323.933.9244

FOR EMERGENCIES AFTER  
HOURS OR ON WEEKENDS CALL

800.564.1451

## WHO IS ELIGIBLE?

The EAP provides services to all employees of Contract Services and their immediate family members.

## IS THE EAP CONFIDENTIAL?

Yes. The Actors Fund's services are confidential and The Fund is committed to protecting your privacy and maintaining confidentiality, except in legally mandated situations.

## HOW DO I CONTACT THE EAP?

To make an appointment call The Actors Fund at 323.933.9244 ext.455. Monday–Friday 9 am–4:30 pm. Or email [IntakeLA@actorsfund.org](mailto:IntakeLA@actorsfund.org). For after hours or weekend emergencies call 800.564.1451.

## WHEN SHOULD I CONTACT THE EAP?

There are times when it can be helpful to speak with a professional about relationship or job problems. Problems with a child, family member or co-worker can affect you. Conflicts with a colleague or supervisor can cause stress. Sometimes you may simply need to speak with someone when you are unsure of how to approach a situation. We can help find relevant solutions.

## WHAT CAN I EXPECT?

When you call, a social worker will talk with you briefly, ask a few questions about your situation and schedule an appointment at a time and date that is convenient for you. When you meet with one of the social workers, they will continue that dialogue and work with you to help find possible solutions.

## WHAT DO THE EAP SERVICES COST?

Contract Services has contracted with The Actors Fund to provide these services at no additional cost to you. If an outside referral is made, The Actors Fund always takes into consideration your health insurance coverage and affordability.

# WHAT SERVICES ARE OFFERED?

## Counseling Services

Clinical social workers provide short term counseling and support and when appropriate provide referrals to outside specialists and community agencies around a range of problems related to:

- Family or relationships
- Life changes
- Stress, anxiety or depression
- Illness or disability
- Workplace issues
- Grief and loss
- Financial concerns

For those clients who require longer-term counseling the social worker will provide referrals for psychiatrists and/or psychotherapists within the employee's insurance list of providers.

## Substance Abuse

Personalized help and advocacy with treatment options and insurance coverage is available when you and your family members are experiencing problems with alcohol or drugs. Support and counseling is provided throughout the treatment process.

## Senior Care

Provides seniors and their family a place to turn to receive support, information and help in developing a plan to meet their unique needs. Assistance is available with referrals to elder law attorneys, senior centers, home care services, meal and visitor programs as well as assisted living, nursing homes and rehabilitation centers. Services also include help with accessing entitlements or other benefits.

## Linkage To Community Resources

The EAP is your liaison to a wide range of community, government and private organizations such as legal services, child care, housing and public benefits.

## **Work-Life Enrichment**

Workshops are provided on a variety of topics to support you in balancing work and personal life:

- Financial Wellness workshops on debt relief, credit consolidation, budgeting strategies as well as one-on-one counseling.
- Housing Seminars on finding affordable housing, buying, managing landlord/tenant disputes and understanding tenant's rights.
- Support groups that address various issues including depression, stress and anxiety and career transition.

## **Crisis Intervention**

Services that can be provided at the workplace or the office include:

- Critical Incident Debriefing
- Assessment of Employees in Crisis

## **Consultations for Management and Staff**

Our team provides one-on-one, department-specific consultation to supervisors in all departments. Topics can include navigating workplace death, managing workplace conflicts and separation of employment issues.

## **Training for Management and Staff**

Group-based trainings for staff on topics such as identifying and addressing addiction issues and emotional problems that interfere with work, addressing workplace harassment, communication and management skills and responding to trauma.

## **Employment and Training**

The Career Center at The Actors Fund provides career counseling, employment training and job development to help you find work that can be done while continuing in the industry or while developing a new professional direction.

## **Health & Health Insurance**

The Fund's Entertainment Health Insurance Solutions (EHIS) program offers personalized health insurance counseling, guidance and enrollment support, as well as referrals to health care resources.

# The **Actors Fund**, **for everyone** in entertainment.



## TO CONTACT YOUR EMPLOYEE ASSISTANCE PROGRAM AT THE ACTORS FUND

**CALL:** 323.933.9244 ext. 455

**EMAIL:** [IntakeLA@actorsfund.org](mailto:IntakeLA@actorsfund.org)

## FOR EMERGENCIES ONLY ON EVENINGS AND WEEKENDS CALL

800.564.1451

*Please identify yourself as a Contract Services employee  
when you call or email us.*

The Actors Fund  
5757 Wilshire Boulevard, Suite 400  
Los Angeles, CA 90036

The Actors Fund is a national human services organization that fosters stability and resiliency, and provides a safety net for performing arts and entertainment professionals over their lifespan. Programs include social services and emergency financial assistance, health care and insurance counseling, housing, and secondary employment and training services.

Sign up to learn more about The Actors  
Fund's services at [actorsfund.org/SignUp](https://actorsfund.org/SignUp).

**actorsfund.org**