

Employee Assistance



That Works For You

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Warwick, RI 02886

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Dial 711 for hearing or speech-related call relay assistance.

www.rieashelp.com

Principal *and* Administrator **GUIDE**

Principals and other administrators are in a unique position to motivate others to seek assistance. A teacher or other staff member may confide in you, or you may notice signs of possible personal problems during the course of the school day. Principals and other administrators may be asked to give advice on personal matters. Becoming familiar and comfortable working with RIEAS will give you a resource when faced with this kind of challenge.



Principals/administrators may be the most trusted of all those the employee deals with in the workplace and, therefore, may be asked to give advice on personal matters.

Referral Tips

We suggest that you:

- Refer early; if a staff member brings the problem to you, urge them to seek assistance.
- Contact RIEAS to alert us to the referral. We can provide support and consultation before, during and after a referral.
- Avoid becoming the counselor yourself. This is easy to get caught up in. You can show support while encouraging a referral. Consider the following approach:

“Joe / Jane, I really want to assist you in the best way I can. The problem you are telling me about is not something I am in a position to guide you on. Let me put you in touch with someone at RIEAS who can discuss options with you.”

- Remind the staff member that RIEAS follows all State and Federal confidentiality laws. RIEAS consultants may ask permission from the staff member to speak to you, in accordance with confidentiality laws, for the purpose of reassuring you that there is a plan in place.

- Principals and other administrators have made the first call to RIEAS for someone and given them a private office to make that first conversation easier.

- After a referral, we suggest providing encouragement to a staff member who has accepted assistance. When someone is trying to change behavior or solve a family problem, there are ups and downs, especially at the beginning. Your support and encouragement to stick with a plan matters.

- Contact RIEAS any time; we want to support your efforts. We are available to discuss how best to approach a particular staff member and help smooth the way for a successful referral.

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