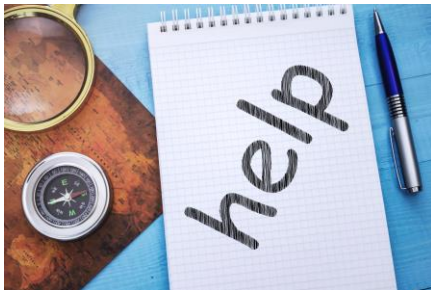


### *How to Access your EFAP*

Simply call the CFS office at (306) 922-3202 to speak to a counselor who will arrange a convenient appointment time for you. If the counselor is unable to answer your call immediately, you can leave your name and number with the receptionist or the messaging service and your call will be returned promptly.

Your Employee and Family Assistance Program provides you and your family with fully-funded counseling sessions. The number of sessions will be determined by your counselor and yourself. In addition, you may attend a **Life Improvement Program** in lieu of a counseling session. You and your counselor will work together in a short-term focused manner to find solutions for your difficulties.



### *Quality Assurance*

Catholic Family Services of Prince Albert counselors adhere to a set of standards (policies and procedures) that are governed by the professional association that they belong to. This includes stringent standards around confidentiality practices, credentials and experience of clinicians and client satisfaction. This also includes ongoing clinical supervision. Catholic Family Services has a solid reputation in the community for genuine caring, excellence and success. CFS has developed a commitment to families and individuals by helping them discover their true potential and develop self-respect.



### **For more information:**

#300, 1008 1<sup>st</sup> Ave West  
Prince Albert, SK S6V 4Y4  
Phone: (306) 922-3202  
Fax: (306) 922-7977  
Email: [cfspa@sasktel.net](mailto:cfspa@sasktel.net)  
Website: [www.cfspa.ca](http://www.cfspa.ca)

### *Voicing your Concerns*

Our goal is to provide professional, effective and supportive EFAP services. If you are not completely satisfied with the services you receive, and would like a different counselor or have concerns about your Employment and Family Assistance Program, please contact Catholic Family Services at (306) 922-3202.

### *Being the Best We Can Be*

Your feedback is essential in helping us maintain our high standards of excellence. When you visit our office, you can complete an evaluation form in order for you to communicate your EFAP experience. It is completely anonymous, confidential and voluntary.



PRINCE ALBERT Est. 1887  
CATHOLIC SCHOOL DIVISION  
*Learning for life through Catholic Education*

## **Prince Albert Catholic Schools Employee Family Assistance Program**



*Supporting families in our  
community, schools and  
surrounding area*

### ***What is your EFAP?***

The Employee and Family Assistance Program (EFAP) is a confidential counselling and referral service for you as an employee of the Prince Albert Roman Catholic Separate School Division.

The EFAP is designed to provide you with direct access to experienced professionals who will help you resolve your problems or issues before they affect your health, family life or job performance.

### ***Assured Confidentiality***

Your EFAP is designed to ensure the privacy and rights of employees. All counselors are guided by the Professional Code of Ethics, ensuring confidentiality and professional practice.

Personal information will not be released to your employer and will be kept in confidence by the counseling service with the exception of those cases where a client may pose a serious risk to public or personal safety.

### ***A Variety of Services to Meet Your Needs***

Confidential EFAP Services with your choice of service delivery:

- Face-to face counseling
- Telephone counseling
- Life Improvement Programs
- Personal Growth Workshops
- Facilitated conflict resolution



***Check out the website:***  
[www.cfspa.ca](http://www.cfspa.ca)

This website provides specific details of services available to you and your family through your EFAP. The website also includes information regarding Life Improvement Programs.

### ***Eligibility***

All Prince Albert Roman Catholic Separate School Division employees, full-time, part-time, or casual and their immediate families are eligible for EFAP services.

### ***What Kinds of Issues Can EFAP Help With?***

Confidential Assistance is available for a broad range of personal and work-related concerns, which may affect you, such as:

- Personal and/or job stress
- Relationship issues
- Addictions
- Harassment
- Separation and loss
- Self-esteem
- Emotional problems
- Family violence
- Grief
- Parenting issues
- Balancing work and family
- Anger
- Depression and anxiety
- Stress Management
- Conflict

### ***Who Provides the Service?***

The services are provided by Catholic Family Services confidential counseling services to employees and their families. All counselors hold a Masters Degree in Marriage and Family Counseling, Psychology or Social Work.

