

eapdirect®

Providing online assistance for your wellbeing and performance

From time to time, issues arise in our lives that challenge us. No one is immune from the pressure that dealing with matters such as parenting, relationships, grief and work demands can bring. It is often difficult to find a resource that can assist you to manage your own wellbeing. eapdirect® is a service that Ministerial and Parliamentary Services has provided for Members of Parliament (Staff) Act 1984 (MOP(S) Act) employees and their families to assist in creating a better work/life balance. eapdirect® is an easy-to-use resource that offers concise, user-friendly information across a range of topics. It offers you a wide range of articles in a menu of key areas of interest such as:

- ▶ Career
- ▶ Relationships
- ▶ Childcare and parenting issues
- ▶ Emotional wellbeing
- ▶ Anxiety, stress and depression
- ▶ Legal and financial
- ▶ Drug and alcohol problems
- ▶ Bereavement, grief and loss

...Plus many more

The site provides access to information that allows you to make more informed decisions about personal matters in a confidential environment. To further enhance its ability to assist you in the challenge of creating wellbeing and performance, the site has self-assessment tools and online connections to professional counsellors.

Self Assessments

These provide you with a range of online assessments that you can use as many times as you like to gauge the state of your wellbeing. They ask you to respond to a series of professionally designed questionnaires that will provide you with guidance on how you are in relation to the topic you have chosen. Use them on a regular basis to check your progress.

Online Counselling

You now have the ability to interact with a professional counsellor through a private e-mail system in the website. The system allows you or a family member to ask questions about the counselling experience or about your need for face-to-face counselling assistance. All responses will come within one working day and cannot be accessed by other IT systems. This way you can make informed choices about what your needs are in a confidential environment.

If you need assistance accessing the website?

If you need assistance to gain access to the site you can contact us on eap@davcorp.com



User Guide to eapdirect®

Ministerial and Parliamentary Services (M&PS) provides direct and unlimited access to eapdirect® for Members of Parliament (Staff) Act 1984 (MOP(S) Act) employees and their family members, through Davidson Trahaire Corpsych.

This site aims to enhance wellbeing and performance by providing MOP(S) Act employees and their families with information, self assessment tools and online counselling options. Follow the steps set out in the monthly EAP email from M&PS to access the information library functions and explore the benefits of eapdirect®.

What is there to explore?

The Information “Rooms”

These are accessed by reviewing the navigation bar on the top of the website and selecting an area of interest to you or your family members, e.g Working, Parenting, Money, etc. You can click each topic and then review a more detailed menu of choices along the right side of the screen to find a specific topic of interest to you. You then have the option to read the article directly from your screen or print the article to read or share with family members.



Self Assessments

This section provides access to a series of professionally-created self assessments based around personal issues. Self Assessments are accessed from the right -hand menu. Once you have completed an Assessment, your feedback is automatically provided by selecting the ‘interpret’ button at the bottom or referencing the interpretation in the information provided. We would also value your input, which can be provided by sending your comments to eap@davcorp.com



Online Counselling

This part of the service provides you with access to a professional psychologist through a private message network. As this message is secured within this private extranet site, all communications here are confidential. The service is accessed by clicking on “Online Support” on the right-hand menu. You may choose to send a message, in which case you will receive a reply within one working day.

Use the service to find out more about our face-to-face counselling service. Feel free to ask questions or to confirm your understanding of any issues of concern. If the level of assistance you require is more serious or urgent, you can contact us toll-free on **1300 360 364**.

My Profile

This is your personal file held within the site. It has your user name and password so you can change them should you choose to do so, giving you control over the file and your details. The information contained in your personal profile cannot be accessed by anyone other than you. The information is accessed through a separate network to the MOP(S) intranet network.

If you need assistance in accessing eapdirect®?

Contact Davidson Trahaire Corpsych at eap@davcorp.com or call **1800 424 213** (Australia only).



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