

Philosophy

Having both a full-time job and a full-time personal life can be tough sometimes, and balancing the demands of each can be a real challenge. That's why we created our Employee Assistance Program.

Our goal is to help you and your family cope with problems that affect your well-being, whether they stem from work or from home. The idea is to improve your quality of life, by creating a better work and life balance.

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COPE
incorporated

workplace assistance services

Contact COPE at 202.628.5100
or toll-free at 1.800.247.3054
call for other office locations
www.cope-inc.com

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Workplace Assistance can help with:



relationship problems

- *at home*
- marital/couples
- children & adolescents
- *at work*
- coworkers & supervisors



family life transitions

- separation & divorce*
- illness & loss*
- school problems*
- work/family balance*
- child & elder care needs*



health & mental outlook

- depression & anxiety*
- grief & loss*
- alcohol & drug abuse*
- life stresses*



consultations & referrals

- financial & legal consultations*
- low-cost resources which*
- supplement insurance benefits*
- government agency services*
- on-site crisis intervention*



Confidentiality

All of COPE services are subject to professional rules and regulations that enforce confidentiality. To learn more speak to a COPE counselor.

A place to turn for help

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Available when you have a personal problem of any kind, COPE offers confidential problem assessment by one of our professional counselors. These consultations are one-on-one, face-to-face meetings, which may be held either at your workplace or at COPE's offices, and scheduled at your convenience. Urgent situations are scheduled as soon as possible.

The counselor's goal is to help you with practical, short-term problem solving, and to offer referral services when a longer-term solution is needed. As experienced, licensed, and credentialed mental health workers, our counselors know how to listen, and how to offer guidance objectively.

The consultations are free of charge for you, as well as for your spouse/significant other and dependent children 18 years of age and older. In the case of younger children, our counselors will be happy to meet with you and your spouse, offer guidance, and make an appropriate referral.

How to reach COPE

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Just call us. Our regular hours are 8:30 a.m. to 5:30 p.m., Monday through Friday. Our lines are open 24 hours a day, 7 days a week. Any time you phone, your call will be answered by a person - never an answering machine. Please leave a time and number where you can be reached. You can remain anonymous, if you wish, but this will limit what the counselor is able to do for you.

If your need is urgent, you must say so when you call. Leave more than one contact number if you cannot stay by the phone. If the situation is life-threatening, call 911 for immediate help. When medical intervention is necessary, get to an emergency room as soon as possible. Our job will be to provide follow-up assistance as appropriate.