

## **S.A.V.E.**

(Strategies to Assist Valued Employees)

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### *What is SAVE, Inc.?*

Save is an assessment, short term counseling, referral and follow-up service for employees and dependents who want assistance dealing the stress caused by life changes. If there is trouble or conflict at home, it invariably comes to work with you. At times work-related stressors such as deadlines or conflicts with others can cause problems. These situations can interfere with your ability to perform adequately at work and in other areas of your life. Many times short-term counseling is all you need to get back on the right track. That is why there is a program called SAVE. It can help you deal with problems before they become too large for you to handle and before your personal life begins to seriously interfere with your job.

### *How Can you Use SAVE?*

Although SAVE can help you through a crisis, it is primarily designed to help you manage the life changes we all experience in such areas as:

- Family or marital relationships
- Birth of a child and/or raising children
- Relocation
- Death in the family
- Alcohol or drug problems
- Emotional/psychological adjustment
- Legal or financial problems
- Retirement
- SAVE counselors are trained to deal with a wide variety of problems. They will offer you professional support and direction toward resolving the problem.

### *When Can You Use SAVE?*

Services are available when you need them. In most cases, appointments are available within 24 hours. The staff at SAVE will work with you to schedule an appointment at your convenience.

### *How Can You Contact SAVE?*

Simply call the 747-5327 (or 1-800-768-5327 out of the Charleston calling area) to make an appointment with a SAVE counselor. All SAVE counselors are especially trained to provide an initial assessment of your problem and help you select the most appropriate assistance available to you.

Services are available Monday through Friday from 8:30 a.m. to 6:00 p.m. EST. Twenty-four hour emergency telephone coverage is also provided.

### *What Does SAVE Cost?*

The fee for the EAO has been paid by the College of Charleston. This includes the initial assessment, consultation and counseling (from one to six visits) without charge to you or members of your family.

If you and your counselor decide that additional services are required beyond the short-term counseling, you will be responsible for any costs not covered by your insurance.

### *SAVE is Confidential*

Strict confidentiality is maintained by SAVE. In fact, confidence is the most important element in the relationship between you and your counselor. If you refer yourself to the program, no one will know about your participation unless you reveal it yourself. SAVE complies with all state and federal laws governing confidentiality.

In supervisor referred instances in which an employee has been referred to the EAP by his/her supervisor for work performance issues, the supervisor is notified of whether or not the appointment was kept; the release of any other information requires written consent.

### *Short Term Counseling Helps Many People...*

Most problems can be taken care of through short-term counseling, If your situation cannot be resolved in this many, then SAVE will assist you in finding qualified professional or agency outside of the SAVE system.

Throughout the entire process, your SAVE counselor maintains a system of support and follow-up with you. If an outside resource is required, your exact need, financial situation, and geographic location are all considered before a referral is made.

### *Why should you Use SAVE?*

SAVE understands that life is affected in some way by life-change situations. As individuals, we each deal with these situations differently. These stress-producing problems can sometimes interfere with the ability to perform adequately at work or in other important areas of life. Here is where SAVE can help.

SAVE will offer direction to those who can use the service. The most common problem in stressful situations is the inability to formulate options and to choose acceptable courses of action. SAVE offers options that will give direction to you and members of your family.

Additionally, the College wants to be sure that you and your family get the best, most reasonably priced care available. If your present situation requires the services of a community resource outside of SAVE, it is important that we review the situation/provider so that the service is determined to be the most effective for you.