

Supporting the Organization

The Office of Employee Assistance (OEA) was established in 1991 to serve as a professional support resource for the U.S. House of Representatives, U.S. Capitol Police, and Congressional Budget Office to help leaders, offices, and employees optimize their productivity and overall well-being. Our services can help increase morale and engagement, reduce absenteeism and staff turnover, and address employees' personal issues in the workplace.



The OEA is staffed by professionals with credentials in behavioral health, workplace dynamics, and executive coaching. Our team has extensive institutional knowledge and objective insight into the unique challenges of working on the Hill and can provide relevant, practical strategies and resources at no cost to your office. Confidentiality is a cornerstone of our service, and we go to great lengths to safeguard the privacy of Members and House staff who use our service.

OEA Services for Members:



Workplace Consultation and Employee Referral



Retreat & Training Planning and Facilitation



Performance Coaching



Individual Counseling



Trauma, Stress, and Grief Management



Job Transition Assistance



Workplace Consultation and Employee Referral

You and your supervisory staff can contact the OEA to develop support plans for employees who are struggling either personally or professionally. Our staff will guide you through the non-disciplinary OEA referral process. Once a referred employee engages with us, we can help them address any personal or professional obstacles that may be hindering their well-being or success, both through our direct counseling services and the specialized resources we provide. As a Member or supervisor, we can also help you optimize team dynamics and navigate difficult employee performance conversations.

Job Transition Assistance

Due to the nature of the House's high-turnover work environment, the OEA provides a suite of services to help departing Members and staff prepare for a productive and efficient transition. Members and staff can use our transition services including resume and cover letter consultations, interviewing tips, and job search strategies. In the event that your office is closing, we also offer on-site or virtual briefings that provide an overview of our job transition and support services.

Trauma, Stress, and Grief Management

When tragedy strikes, the OEA can coordinate timely and appropriate support services to help your team cope and bounce back from an adverse incident. These services are customized to the needs of impacted employees and teams, and can be provided on or beyond the House campus. If your office experiences a death or act of violence in the workplace, a large-scale disaster, or any event that disrupts the emotional equilibrium of your team, our office is on-call around the clock to coordinate a support plan as you and your team navigate such challenges.

Performance Coaching

Our staff can help maximize your success as a leader by offering practical leadership tools that leverage your existing strengths to fulfill your personal, professional, and leadership potential.



**At the Office of
Employee Assistance,
your success is our
success.**

Retreat & Training Planning and Facilitation

The OEA offers in-person or virtual retreats, as well as facilitated trainings for Member offices both in Washington, D.C. and in the district. We work with you to either plan your own staff retreat or customize an event that best addresses your team's needs and goals. Our training sessions encompass a wide variety of topics related to workplace well-being and productivity. Our most popular retreat activities include communication workshops, team-building exercises, and strategic planning sessions to identify and map out your office's goals.

Individual Supportive Counseling

Our office offers comprehensive assessment, short-term supportive counseling, referrals, and follow-up services that are customized to your specific situation and needs. Our process is highly collaborative, solution-oriented, and thoroughly confidential. These services are easy to access, and your immediate household family members are also eligible to use our counseling services.



Office of Employee Assistance
CHIEF ADMINISTRATIVE OFFICER

For additional information and to schedule an appointment, contact the Office of Employee Assistance at **202-225-2400** or **Employee.Assistance@mail.house.gov**.



**OFFICE OF
EMPLOYEE
ASSISTANCE**
Services for
Members

Call: (202) 225-2400, 1-866-831-0038
Email: Employee.Assistance@mail.house.gov

H2-140 Ford House Office Building
8:30 a.m. – 5:30 p.m., Monday – Friday

[HouseNet.house.gov/EmployeeAssistance](https://www.house.gov/EmployeeAssistance)