

# Supporting the Organization

A leader's role comes with numerous responsibilities. In addition to managing one's own work and wellness, a leader must also communicate their vision and facilitate the success and well-being of those they lead. We understand the pressure and workload that comes with acting in a supervisory, managerial, or leadership role. **The Office of Employee Assistance (OEA) is here to help support you in your role!**



The OEA's primary mission is to enhance individual and organizational wellness and productivity. We offer a wide range of support services to help individuals and teams reach their personal and professional goals. Our professional staff hold credentials in:

- Behavioral health-related disciplines
- Certifications in employee assistance
- Performance coaching

Our team is comprised of House employees who have objective insight into the nuances and unique challenges of working on the Hill.

## OEA Services for Supervisors, Managers, and Leaders:

All of our services are professional, confidential, and free:



**Individual Supportive Counseling**



**Trauma, Stress, and Grief Management**



**Supervisory Consultation and Employee Referral**



**Retreat & Training Planning and Facilitation**



**Performance Coaching**



**Job Transition Assistance**

### Individual Supportive Counseling

We all experience personal concerns from time-to-time. The OEA is available to discuss these concerns with organizational leaders of the House, U.S. Capitol Police, and Congressional Budget Office. We offer comprehensive assessment, short-term supportive counseling, referral, and follow-up services that are customized to your specific situation and needs. Our process is highly collaborative, solution-oriented, and strengths-based.

### Supervisory Consultation and Employee Referral

The OEA is a resource designed to enhance work productivity. As a supervisor, you can consult with us anytime on how to help an employee who is struggling either personally or professionally. We can guide you through a referral process to the OEA that is non-disciplinary in nature and easy to implement for employees in need of support. We can help you stay focused on your work and your employees' success by alleviating the challenge of becoming too immersed in an employee's personal concerns.

### Performance Coaching

We can partner with you to help maximize your success as a leader, harnessing your professional strengths, and offering practical leadership tools to enhance your skillset. Our approach is to not to teach you the technical skills of your job, but rather to help you recognize and leverage your existing strengths to fulfill your leadership potential.

### Trauma, Stress, and Grief Management

When tragedy strikes, the OEA is available to coordinate timely and appropriate support services to help your team rebound from an adverse incident. These services can be provided in a variety of ways - at your worksite or even off campus - and are customized to the needs of impacted personnel and work teams. Whether your office is rebounding from an employee death, workplace violence, a large-scale disaster, or any such event that temporarily disrupts the emotional equilibrium of your team, we stand at the ready to assist. These services can be accessed at any time, day or night, as our office has a 24/7 on-call service to help you coordinate appropriate support and navigate these challenges.





### Training Planning and Facilitation

Our staff offer customized trainings and retreat facilitation for Member offices and other workgroups in Washington, D.C., in the districts Members serve, and online. We work with you to customize an event that best addresses your team's needs and goals. Frequent topics of our staff retreats include communication workshops and discussions, teambuilding exercises, and strategic planning sessions to help you map out your team's work goals. For those leaders seeking to facilitate their own staff retreat, we can consult with you on your planning.

### Job Transition Assistance

By virtue of its two-year election cycles, the House has a high turnover work environment. The OEA provides a suite of services to help departing staff and offices prepare for a productive transition. Employees at all levels can use our transition services for resume and cover letter review, interviewing tips, and job search strategies during Congressional transition years or anytime one is considering a career move. In the event that your office is closing, we can also schedule on-site briefings to educate your staff on the range of job transition and support services the OEA provides.

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



**Office of Employee Assistance**  
CHIEF ADMINISTRATIVE OFFICER

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



# OFFICE OF EMPLOYEE ASSISTANCE

Services for  
Supervisors,  
Managers,  
and Leaders

**Call:** (202) 225-2400, 1-866-831-0038

**Email:** [Employee.Assistance@mail.house.gov](mailto: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)