

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
EMPLOYEE ASSISTANCE PROGRAM DIRECTOR
STAFF PSYCHOLOGICAL NEEDS

Position Assigned To: _____

You Report To: _____
(Director, Chaplain Services)

MISSION: Assure the provision of psychological, spiritual and emotional and logistical support to the hospital staff. Initiate and organize the Critical Stress Debriefing process.

Immediate

- ___ Receive Job Description from Director, Chaplain Services.
- ___ Read Job Description and put on position tag.
- ___ Obtain briefing from Director, Chaplain Services.
- ___ Assist in the development of subsection action plan. Designate time for follow-up meeting.
- ___ Establish teams composed of staff, clergy and other mental health professionals to support the psycho-social needs of the staff, patients and guests.

Intermediate

- ___ Designate a secluded debriefing area in the Social Services Office area & where individual and group intervention may take place.
- ___ Establish a staff rest and nutrition area in the Cafeteria deli. Provide for a calm, relaxing environment, provide overall disaster information updates (bulletins) for rumor control.

Extended

- ___ Provide for nutritional support and break area for staff; contact, Director, Nutritional Services and Labor Pool Leader for Assistance.
- ___ Arrange for routine visits/evaluations by counselor, psychologist or psychiatrist.
- ___ Appoint psychological support staff to visit patient care and non-patient care areas on a routine schedule.
- ___ Meet regularly with all members of the Human Services Subsection.
- ___ Schedule and post the dates and time for critical stress

debriefing sessions during and after the immediate disaster period.

- ___ Document all actions/decisions with a copy to Director, Chaplain Services.
- ___ Observe and assist staff for signs of stress and fatigue. Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.