

MEC EAP/Professional Standards Chair

The AFA Employee Assistance Program(EAP)/Professional Standards Committee Chair will report to the MEC President and will be responsible for all aspects of EAP and Professional Standards. Due to the sensitive nature and confidentiality of this committee, admission is the responsibility of the MEC Committee Chair and EAP International after proper vetting. The MEC Chair will provide at minimum a quarterly report of activity to the MEC Secretary-Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Successful completion of Basic EAP Training
- Must be on the EAP Committee
- Must be willing to attend Advance EAP Training at the next offering
- Maintain Strict confidentiality

The AFA MEC EAP Chair is responsible for the promotion, operations, and enhancement of AFA EAP services across all local executive councils. Typically, AFA EAP services are delivered by local EAP committee members who may receive support and guidance from a local EAP Chair. Under this structure, the MEC EAP Chair works with and through the local committee members and chairs to coordinate and deliver EAP member services which are consistent with AFA EAP policies, procedures and code of ethics. As needed, the duties and responsibilities of the MEC EAP Chair may include the duties of an EAP committee member and/or chair. The International EAP Office is a clinical and administrative resource to assist the MEC EAP Chair in successfully executing her/his responsibilities as listed below.

Program Promotion/Coordination

- Actively promote the AFA EAP. This includes developing and coordinating EAP education campaigns for the membership, union leadership and the company on the value and availability of services offered by AFA EAP.
- Actively promote and coordinate the services of the AFA EAP with other labor/management assistance program on property.

- Facilitate and coordinate the mobilization of AFA EAP committee members for service response to Flight Attendants at other AFA carriers, as needed and authorized.
- Consult with the International EAP Department on a regular basis, particularly for clinical guidance as required/needed under AFA EAP policies and procedures.

EAP Training and Program Development

- Actively recruit EAP committee members for appointment by the LEC President.
- Evaluate the training needs and response capability of the EAP committee(s) on an on-going basis. Make recommendations for EAP coverage and activities to the MEC as appropriate.
- Assist with coordinating and delivering basic, advance and other EAP trainings and meetings for new and existing committee members/chairs.

Consultation/Guidance to LEC EAP Committee Members/Chairs

- Routinely communicate with LEC EAP committee members and chairs. Help them to stay current on issues and new developments within AFA EAP, their MEC, their carrier and the EAP industry.
- Provide case management consultation and guidance to individual LEC EAP committee members and chairs as requested/required.
- Monitor the timely submission of EAP committee member activity reports and client data sheets

Reporting and Consultation to MEC Leadership

- Routinely update the MEC on all non-confidential EAP activity.
- Remain available to consult with the MEC around EAP related issue and events that are or could impact the membership/union.
- Develop specialized programs/activities to address the EAP related needs of the membership, as authorized by the MEC.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.