



**Mental Health
Association
in New Jersey, Inc.**

**TOOL KIT
FOR
MENTAL HEALTH
IN THE
WORKPLACE**

INTRODUCTION TO THE MENTAL HEALTH TOOL KIT

Dear Breakfast Attendee:

Emotional wellness is an integral part of overall wellness, and a well adjusted workforce is a more productive workforce. This Mental Health Toolkit is designed for your organization as a FREE resource to assess the overall mental wellness of your organization and to aid employees who may be struggling with mental health concerns.

The 5 part Tool Kit offers a menu of customized trainings, offsite mental health experts, personal consultations, mental health screening tools and a 1-800 Mental Health Helpline.

These resources are meant to be used in conjunction with the Mental Health Association in New Jersey as a free auxiliary mental health support team for your Human Resources, EAP, Diversity or Disability departments in order to improve the overall mental health and productivity of your corporate environment.

The Mental Health Association in New Jersey is dedicated to promoting good mental health for all New Jerseyans, reducing the barriers that prevent to many people from seeking or offering help and support and building a stronger base of support and network of services for people with mental health challenges. We have been serving our state in this capacity for over 60 years and have provided the leadership in reducing the stigma that surrounds mental health issues, thereby ensuring that thousands of adults, children and families receive the services they need to live their best lives possible.

We look forward to partnering with your company to ensure the emotional wellness of your employees and their families and the increased productivity of your workforce.

The Mental Health Association in New Jersey

OCCUPATIONAL MENTAL HEALTH INVENTORY

The Mental Health Association in New Jersey (MHANJ) provides each organization with a FREE meeting with Eric Arauz, our Employment Outreach Specialist. **Mr. Arauz will administer an Occupational/Workplace Mental Health Inventory for your company and discuss with your team the current mental health environment in your workplace.** An Occupational Mental Health Inventory includes discussions around such issues as:

- Do your HR, Disability, Diversity and EAP departments understand the comorbidity of depression with other chronic illnesses and the loss of productivity by not addressing this issue?
- What do you see as most pressing mental health issues for your current workforce?
- What are the options available for your workforce to seek help with mental health concerns?
- How do you promote a stigma free workplace environment when it comes to dealing with mental health concerns?
- Does your company have access to the mental health coverage you need in your health care plan and can you find it if you want to?

MHANJ will then take the information gathered at this initial meeting and **create a FREE training individually tailored to your organization's needs** and work with your team to **schedule a presentation** for your employees.



***Eric Arauz** holds a Master's Degree from the Rutgers Graduate School of Management and Labor Relations. He owns two small businesses in New Jersey and Las Vegas Nevada. Mr. Arauz is also a service disabled American veteran who served in Operation Desert Shield in the United States Navy.*

MENTAL HEALTH TECHNICAL ASSISTANCE TEAM

The Mental Health Association in New Jersey's Occupational Mental Health Experts provide technical assistance to your company. Your Human Resources Department is given a 1-800 number for work related mental health issues. Queries will be answered immediately.

The MHANJ's Mental Health Technical Assistance Line serves as a FREE resource for your HR staff to aid them in handling any and all mental health concerns your employees and their families might be facing.

We can help your organization with many questions and concerns, including issues such as:

- How can managers intercede with employees they believe are having mental health problems?
- What is the best way for an HR professional to create a supportive atmosphere for employees experiencing mental health problems?
- What types of benefits should your health insurance provide to insure optimal mental health?
- What are the first steps an HR professional should take in the case of a mental health emergency in the workplace?



*MHANJ employee **Faith R. McCalla, M.S., CRC**, has over 16 years experience providing employment related services in the mental health field. She also has her own business and recently won the 2009 National Association for Women Business Owners. (NAWBO) Emerging Entrepreneur Award.*

*MHANJ employee **Tony Strazza, M.S., CAC**, has 25 years experience as behavioral health care provider/educator, He is an accomplished treatment provider as well as an entrepreneurial consultant to industry regarding Organizational Behavior and Employee Assistance Programs. Tony is also a regular part time faculty member at Hudson County Community College, Department of Psychology.*



CUSTOMIZED ON SITE TRAINING: HOW TO IDENTIFY MENTAL HEALTH ISSUES IN THE WORKPLACE

The Mental Health Association in New Jersey provides FREE on-site, customized training to familiarize your staff with the various signs of employees who may be experiencing mental health issues. The training informs Human Resource, Disability and Diversity management teams about the symptoms of a variety of mental illnesses and how to deal with them.

Training is provided by one of our qualified mental health educators. Using the information gathered in the Occupational Mental Health Inventory, we will focus the training on your organization's specific needs and characteristics.

Some possible training topics include:

- Depression and Working Moms
- Signs and Treatments for Workplace Stress/ Employee Burnout
- Depression and the Recession
- Anxiety in the Workplace: Awareness and Treatment
- Co-Occurrence of mental health problems with other chronic illnesses i.e. Hypertension, Arthritis, Asthma, Diabetes and Ulcers
- Signs & Symptoms of various Mental Health Conditions



Emma Shelby has a degree in Psychology and started her career in the pharmaceutical industry. She has also worked with adults with serious mental illness. As an MHANJ Community Educator, Emma develops custom presentations on a wide variety of mental health related topics, from dealing with depression and anxiety to emotional wellness and recovery. Emma will work with your company to develop the right presentation for your workforce.

ACCESS TO NJ MENTALHEALTHCARES: MHANJ'S HELPLINE 1-866-202-HELP(4357)

The Mental Health Association in New Jersey offers your Human Resources, Disability and Diversity Departments **full access to NJ MentalHealthCares, our FREE helpline specializing in information about, and referral to over 35,000 New Jersey mental health and related services.**

This HelpLine is a valuable tool for Human Resources Departments as they attempt to navigate our state's mental health system on behalf of employees.

Employees can also use NJ MentalHealthCares for their personal use. By calling NJ MentalHealthCares, they can talk to a knowledgeable professional about any personal mental health related questions they may have about themselves or their family members. **All calls are confidential and, with their permission, all callers receive follow-up calls to ensure they are satisfied with the information and referral they received.** We will speak to callers in whatever language they are most comfortable.



NJ MentalHealthCares, available 24 hours a day, 7 days a week, is staffed by experienced mental health professionals and has up-to-date listings for all NJ's public mental health services. The service is live from 8 am to 8 pm. Monday through Friday and all calls left at other hours will be reviewed in a timely manner by a mental health professional. While NJ MentalHealthCares is not an emergency or crisis line, after-hours calls which require immediate attention will be address. All other calls will be returned during the next business day.

SELF-SCREENING MENTAL HEALTH TOOLS FOR EMPLOYEES LIVING WITH CHRONIC ILLNESSES

Mental health screening is a valuable tool assist in identifying symptoms of various mental health concerns and allows the employee to seek help if so desired. Screening is not a diagnostic tool. It is meant to give individuals a better sense as to whether or not they should seek professional mental health assistance in order to explore their concerns.

The Mental Health Association in New Jersey provides your company with online mental health screening tools that an individual employee can use confidentially and at their own discretion. Tools are available to explore these mental health concerns and others:



- Overall Mental Health
- Depression
- Anxiety
- Seasonal Affective Disorder
- Post Traumatic Stress Disorder
- Panic Attacks

Research shows that many chronic illnesses are accompanied by depression, which often goes untreated. It also shows that when screened and treated for depression, employees with chronic diseases such as diabetes, heart disease and asthma, are absent from work 66% less often than when not screened and treated for depression.

CO-SPONSORS & CONTACT INFORMATION

FundaMENTAL Health, Bottomline Sense: Making Mental Health a Business Priority

Co-Sponsors:

- Association for Corporate Wellness
- Garden State Council- SHRM
- Hire Disabilities Solutions
- John J. Heldrich Center for Workforce Development
- MOSAIC
- NJ Chamber of Commerce
- Rutgers School of Management & Labor Relations

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