

UAW Employee Assistance Program (EAP) Representative

Resume Submittal Guidance

UAW Local 42

Position Overview

UAW Local 42 is seeking a compassionate, dependable, and service-oriented bargaining unit member in good standing to serve as Employee Assistance Program (EAP) Representatives. In this important role, the EAP Representative will help promote and support the overall well-being of the workforce by providing education, guidance, and timely access to supportive resources. Representatives will serve as trusted points of contact for members who may be experiencing personal or workplace-related challenges, including stress, mental health concerns, substance misuse, family difficulties, or other issues that may affect all aspects of their lives. This position requires empathy, compassion, sound judgment, strong communication skills, discretion, and a sincere commitment to confidentiality, respect, and employee support.

Available training and subject matter expertise from the local and international UAW will be utilized as appropriate. Altering schedules to assist members on various shift patterns may be necessary at times. Maintaining communication with the Local Union structure as appropriate is expected. This is an appointed position requiring vetting and concurrence through a Local, Regional, and International UAW process. Any supporting documentation, credentials, and relevant experiences should be provided on the resume.

Key Responsibilities

- Promote a workplace culture that values total well-being, mutual support, and early access to assistance for members facing personal or professional challenges.
- Provide members with information, education, and resource referrals related to wellness, mental health, stress reduction, substance abuse awareness, and quality-of-life improvement.
- Encourage healthy habits, preventive care, and proactive use of available support services that help members maintain stability and overall wellness.

- Support and reinforce programs designed to address stress management, emotional well-being, mental health concerns, and substance-related issues in a respectful and nonjudgmental manner.
- Serve as an early intervention advocate by recognizing signs of concern, offering appropriate support, and helping connect members with available resources before issues escalate.
- Respond appropriately to behavioral emergencies, critical incidents, and sensitive situations while following established procedures and maintaining professionalism.
- Build positive working relationships across the workforce to help ensure that all members are aware of and able to access available support services.
- Maintain strict confidentiality in all interactions and handle sensitive information with integrity, discretion, and professionalism.

Training Requirements

- Successful completion of all required EAP, wellness, and related training programs as established by the joint parties.
- Commitment to ongoing education and professional development in areas such as mental health awareness, crisis response, supportive communication, and employee assistance practices.
- Guidance on applying training knowledge effectively, appropriately, and confidently in real-world situations involving member support and referral.

Qualifications

- Excellent interpersonal, listening, and communication skills, with the ability to engage respectfully and effectively with individuals from diverse backgrounds and experiences.
- Demonstrated integrity, dependability, and trustworthiness in carrying out responsibilities that involve sensitive and confidential matters.
- Ability to manage confidential information with professionalism, discretion, and sound judgment toward privacy.
- Compassionate, approachable, and solution-oriented demeanor with a genuine desire to support the well-being of others.
- Ability to remain calm, focused, and effective when responding to high-pressure, urgent, or emotionally sensitive situations.
- Strong commitment to promoting employee well-being, preserving dignity, and helping individuals maintain stability, health, and continued employment.

Expectations:

Embrace the UAW Local 42 firm commitment to supporting the health, stability, and overall well-being of its workforce. EAP Representatives play a vital role in that commitment by serving as accessible, informed, and compassionate resources for members in need.

Through active engagement, responsible guidance, and consistent support, representatives help individuals address challenges, access appropriate services, maintain employment, and improve their overall quality of life.