

Information and Guidelines for New Service Providers

Thank you for your interest in becoming a service provider with the Employee Assistance and Respectful Workplace Programs (EARWP) Division of the Public Service Commission (PSC).

All approved service providers must meet the criteria and standards established by the EARWP Division.

Applicants must first send a resume and cover letter to the EARWP Selection Committee outlining their experience, qualifications, and areas of expertise/specialization. All applications will be screened to ensure that all criteria and requirements have been met. If selected, an interview will be conducted with the Director of the EARWP Division, and one member of the EARWP Selection Committee as part of the second phase of the selection process.

Qualifications for service providers would normally be acquired through post-secondary education at the master's level. For Employee Assistance Program (EAP) referrals, service providers must have at least three years of post-master's degree counselling experience in a clinical setting. Extensive experience in clinical counselling, assessment and therapy is required. For more information on the application process, please refer to the **Application Process for New Service Providers** on the PSC website.

For Respectful Workplace Program (RWP) referrals, service providers must have experience and/or training in conflict coaching, mediation and/or alternate dispute resolution. Certification in conflict resolution as a mediator and/or an arbitrator is an asset. Equivalencies may be acceptable at the discretion of the PSC.

The service provider must meet and provide proof of professional registration or certification requirements for the provision of clinical counselling services or conflict resolution services (e.g. NLCSW, NLPB, or CCPA).

Approved service providers must:

- enter into a signed consultant contract with the PSC;
- be a current member in good standing of a recognized and approved professional licensing or regulatory body, and adhere to an identified code of ethics;
- be covered by annually renewed liability insurance for \$2 million;
- arrange for peer consultation/supervision; and,
- sign an initial Statement of Personal Conduct, and update annually.