

# Substance Use Resources



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# Understanding Addiction and Substance Use

Millions of people every year find themselves addicted to something. Many people become addicted to substances – like alcohol, marijuana, heroin, cocaine or nicotine. However, people also become addicted to certain behaviors, like gambling, shopping, using the internet or sex, that can get in the way of their work and other relationships.

You may have always believed you were in control. You never realized that it would affect your job or your family. Perhaps you are experiencing legal and financial stress. When you find yourself dealing with any sort of addiction, you may find yourself feeling buried by stressors that you certainly do not need. Like most people, you never sought to become addicted. But over time, the addiction gradually took over your life, becoming the most important thing in it.

Sometimes, it can be very difficult to recognize that you have an addiction. When you find yourself relying on drugs, alcohol or behavior patterns that are potentially harmful to your health, relationships and quality of life, you may be facing an addiction.

Overcoming an addiction involves giving up something that you have come to think you need, and it is not easy for most people. Fortunately, contrary to popular belief, you do not have to hit “rock bottom” to begin to make positive changes in your life.

## Recognizing an addiction

Knowing when you or a loved one has an addiction to drugs, alcohol or a specific behavior can sometimes be challenging. You might find yourself in denial that there is a problem, and when confronted, you may make excuses or blame others. Family members of someone with addiction sometimes enable those behaviors by ignoring the problem or by trying to rescue the person each time their addiction gets them into trouble.

To cope with an addiction, you first must recognize that there is a problem. Here are some questions to consider. If you wonder if you’re in denial, check with your family and friends to see how they would answer these questions for you.

## Understanding Addiction and Substance Use (cont.)

- Do you feel that you need to use drugs or alcohol or engage in behaviors such as gambling regularly or multiple times per day?
- Have you been absent from work repeatedly to engage in addictive behaviors?
- Have you tried to stop or cut back and been unsuccessful?
- Do you find yourself using drugs or alcohol or engaging in behaviors when feeling stressed instead of dealing with your problems head-on?
- Has your use of alcohol, drugs or your behavior increased over time?
- Do you think about using or engaging in the behavior so much that you cannot concentrate on other things?
- Has your performance at work deteriorated as a result of this problem?
- If you are using drugs or alcohol, do you have to drink or use drugs to avoid withdrawal symptoms such as hangovers, shaking, nausea or vomiting?
- Have your friends or family expressed concern about your drug/alcohol use or other behaviors?
- Do you find yourself going out of your way to get the drugs and alcohol or to engage in the behavior, such as driving long distances or avoiding places where you can't use drugs, alcohol or engage in the behavior?
- If you answer "yes" to some or all of these questions, it may be time to consider getting help

# Recognizing Signs of Substance Use on the Job

Even though supervisors must not try to diagnose the problem, there are many signs that may indicate a problem with alcohol or other drugs, which should trigger the enactment of Drug-Free Workplace policies and procedures.

## Leave and attendance

The following behavior related to leave or attendance may be indicative of a problem:

- Unexplained or unauthorized absences from work
- Frequent tardiness
- Excessive use of sick leave
- Patterns of absence such as the day after payday or frequent Monday or Friday absences
- Frequent unplanned absences due to “emergencies” (e.g., household repairs, car trouble, family emergencies, legal problems)

## Performance problems

The following performance issues may be indicative of a problem:

- Missed deadlines
- Careless or sloppy work or incomplete assignments
- Production quotas not met
- Many excuses for incomplete assignments or missed deadlines
- Faulty analysis

In jobs requiring long-term projects or detailed analysis, an employee may be able to hide a performance problem for quite some time.

## Relationships at work

The issues in interacting with coworkers may also be indicative of a problem:

- Relationships with coworkers may become strained
- The employee may be belligerent, argumentative, or short-tempered, especially in the mornings or after weekends or holidays
- The employee may become a “loner”

The employee may also have noticeable financial problems evidenced by borrowing money from other employees or receiving phone calls at work from creditors or collection companies.

# Recognizing Signs of Substance Use on the Job (Cont.)

## Behavior at work

The appearance of being inebriated or under the influence might include:

- Smelling of alcohol
- Staggering or an unsteady gait
- Bloodshot eyes
- Mood and behavior changes such as excessive laughter and talking in an inappropriately loud manner
- Excessive use of mouthwash or breath mints
- Avoidance of supervisory contact, especially after lunch
- Tremors
- Sleeping on duty

Not any one of these signs means that an employee is a substance abuser. However, when there are performance and conduct problems coupled with any number of these signs, it is time to make a referral to the EAP for an assessment so that the employee can get help if it is needed. It is important to consult with your organization's policy and procedures as well as enlist consulting with Human Resources.

## Admitting You Have an Addiction

While it may be the most difficult step, admitting you struggle with drugs or alcohol is the first step toward recovery. Telling friends, loved ones or colleagues that you have a problem does not have to be shameful. It does not mean you've lost control. On the contrary, it shows you are working toward controlling your life. When you ask for help, you can find the support you need. Here are the steps to take:

•**Find support.** In some cases, people will be welcoming when you admit your addiction. However, if you don't think your friends or immediate family will support you, find one person who will be more likely to understand. This may be a distant relative, a neighbor or a co-worker. Students may approach a school counselor, while someone working may talk to Human Resources or an EAP contact.

•**Be honest.** Addiction can also bring lying, deception, missed deadlines and more. This is the time to step up and state the truth. Saying something as simple as "I need to talk. I have a problem." is a great conversation starter. If you're confused about whether your substance use is an addiction, tell your friends and family that, too. Just be clear about your feelings and experiences so that they may understand.

•**Take responsibility.** Do not place the blame on anyone. Starting the conversation will be difficult, but you must own up to your actions. If you are serious about changing, you must be comfortable enough to admit your responsibility. Recognize that your family or friends may have been aware of your alcohol or substance use and were unsure how to approach you about it. Do not hold them accountable for being dismissive.

•**Express a request for help.** You may or may not know what assistance is available. Tell your friends or loved ones about options you may be considering or that you need help finding options such as an addiction treatment center, therapist or a 12-step group.

•**Explain why you are seeking help.** Tell your friends or loved ones why you made this decision. State why this is the time for you to get help and what you hope your future will look like. Ask them to support you as you move forward.

•**Prepare for resistance.** Sometimes, substance use can affect those around you. Those you care about may not believe you want to get help or might be angry or defensive. You may want to write things on paper and have information or goals. Be prepared for their reactions and be sure to listen, understand and acknowledge their feelings.

Once you make your feelings known, you can start on a journey to recovery. Be sure to access the many resources available to help you understand addiction and the recovery process.

## What to Expect When You Call for Addiction Recovery Resources

There are many reasons you may want to call your EAP (or MAP). They can offer confidential short-term counseling, guidance to help you with depression or anxiety, help you find child care or elder care resources and much more. Every phone call is answered by a licensed clinician who can assist you.

In addition to stress or depression being higher recently, alcohol and substance use concerns have been on the rise, which can lead to relapse. If you reach out with alcohol misuse as a concern, your licensed clinician will use AUDIT (Alcohol Use Disorder Identification Test), a brief evidence-based screening tool to help identify those at risk of alcohol misuse. They also use SBIRT (Screening, Brief, Intervention and Referral to Treatment) – an evidence-based assessment technique to help screen for reducing problematic alcohol use and determine what level of care a member may require should they endorse problematic alcohol use.

If you require assistance beyond the scope that SupportLinc offers, your licensed clinician will locate appropriate resources such as in-patient hospitalization for detox, referrals to in-patient rehabilitation programs, partial hospitalization programs or connection to a provider who specializes in substance use. SupportLinc wants to make sure that you are connected with the appropriate level of care and your licensed clinician will help you navigate that process.

In addition to short-term counseling, your licensed clinician may provide you with outside resources:

- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA) is a free, confidential treatment referral and information service for individuals and families facing mental and/or substance use disorders.
- [Alcoholics Anonymous](#) or [Narcotics Anonymous](#) will help you find 12-step programs in your area.
- [Smart Recovery](#) is a non-12-step program resource. They offer free mutual support meetings for anyone seeking science-based, self-empowered addiction recovery, for yourself or others.
- [Celebrate Recovery](#) is another alternative if you are looking for a Christian-based 12-step program.
- [Al-Anon](#) offers groups for spouses, partners, family members or teens who are worried about someone with a drinking problem.
- [Adult Children of Alcoholics](#) provides resources for individuals who grew up in dysfunctional homes as a result of substance use.

If you are calling for guidance to help a family member that you are concerned about, your licensed clinician may refer them to a support group or offer free short-term counseling for the eligible family member. They may also refer you to a support group or counseling sessions to assist with the stress of having a loved one with a substance use disorder.



## Links to Flash Courses and Mindstreams

**Avoiding Addiction-** [Flash Course Link](#)

**Breaking Free from Addiction-** [Mindstream Link](#)

**Building a Drug Free Workplace-** [Flash Course Link](#)

**Common Myths About Addiction-** [Mindstream Link](#)

**Flash Course Overview-** [All Flash Courses](#)

**Taking Action to Address Addiction-** [Mindstream Link](#)

**Thriving Beyond Addiction-** [Mindstream Link](#)

**Understanding the Continuum of Addiction-**  
[Mindstream Link](#)

# Addiction Toolkit

## Tools to get you beyond addiction



### You are stronger than substances

No one sets out to become addicted. Using a drug or alcohol may be voluntary at first, and not everybody who misuses a substance develops a dependence, but when addiction takes over, your self-control is reduced, and your mental health suffers.

With the right resources, finding support and working toward recovery is possible. Use this guide to help you understand addiction, types of addiction and ways you can get the help you or a loved one need.

Tip Sheets Link- [Addiction Toolkit Tip Sheets](#)

Flash Courses - [Addiction Toolkit Flash Courses](#)

Videos- [Addiction Toolkit Videos](#)

Resilience Boosters- [Addiction Toolkit Resilience Boosters](#)

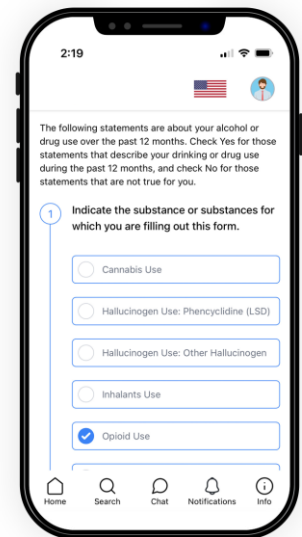
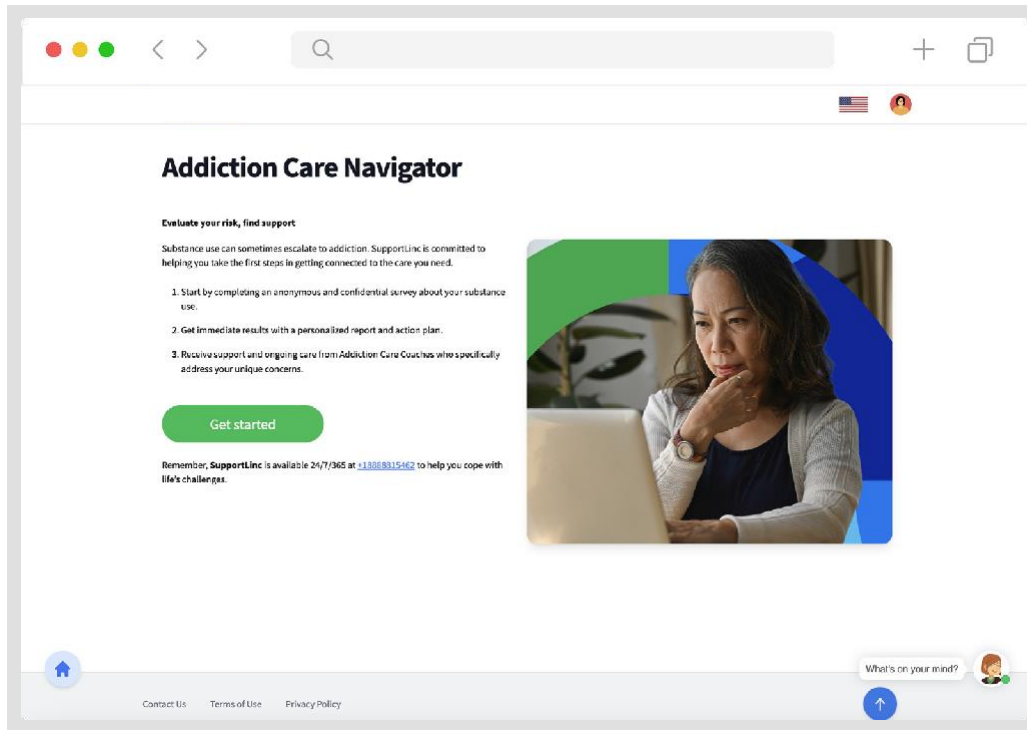
Inspiration- [Addiction Toolkit Inspiration](#)

Support for everyday issues. Every day.



## Addiction Care Navigator

Evaluate your risk, find support



The Addiction Care Navigator online clinical assessment offers a stigma-free, anonymous and confidential way to assess substance use risk and immediately connect you with care and support.

## Features

**Provides digital advocacy and support for those with substance use disorders. Support includes:**

- Immediate access to a clinically validated assessment tool
- Personalized action plan connecting to ongoing care for addiction concerns across the entire spectrum of severity
- Support from licensed master's level Addiction Care Coaches

## Get started!

**supportlinc.com**  
Group code:  
**generaldynamics**



**Download the mobile app today!**



## Additional resources

### NATIONAL RESOURCES

[DrugAbuse.com](https://www.drugabuse.com) hotline: 406-936-3227 – Addiction Navigators on call 24/7 to help answer any questions related to drug use and support.

[Al-Anon](https://www.al-anon.org) and [Ala-teen](https://www.ala-teen.org) hotline line: 800-356-9996 – Counselors provide support to teens and adults who are negatively impacted by alcohol addiction and provide resources to group therapy nearby for ongoing support.

[Substance Abuse and Mental Health Services Administration](https://www.samhsa.gov) (SAMHSA): 1-800-662-4357 – English/Spanish-speaking counselors provide referrals to treatment facilities, support groups and community-based services.

[Boys Town](https://www.boys-town.org): 1-800-448-3000 – Over 140 languages can be translated; they also provide a telecommunications device for the deaf (TDD) line for the speech and hearing impaired (1-800-448-1833).

[Drugfree.org](https://www.drugfree.org): call 855-378-4373 or text 55753 – Counselors provide support and education and guide you to the best course of action.

[988lifeline.org](https://www.988lifeline.org): 988 – 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

Access your portal with your group code listed below. Once there, locate the Mental Health Navigator tile. It can assist in identifying challenging emotions.

Explore additional resources by typing it into the What's on Your Mind search. Find additional tip sheets, flash courses, toolkits and other helpful information.

If you need further assistance, Care Advocates are available 24 hours a day, 365 days a year, at no cost to you. Call the number below for in-the-moment support, guidance and additional resources.



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