

OhioDAS
OHIO DEPARTMENT OF
COMMUNITY SERVICES

Managers Supporting Caregivers in the Workplace

Facilitator Guide



Caregiver
Resources

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Managers Supporting Caregivers in the Workplace



Caregiver
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Goals of Today's Session



- Identify caregivers and discuss the challenges they face in the workplace
- Understand and review resources available for working caregivers
- Know your role as a manager in supporting caregivers and balancing work responsibilities

Caregiver Resources

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Who are caregivers?



Caregiver Resources

Caregivers are...



Primary and Secondary



Local and Long Distance



"Sandwich generation"

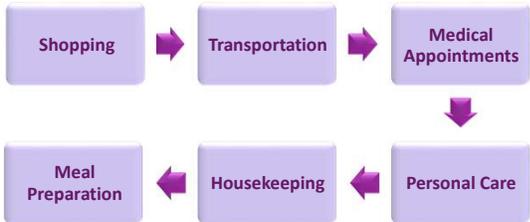


60% are working

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What is Caregiving?



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Caregiving Scenarios

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graph TD; Onset[Onset] --- Unexpected[Unexpected]; Onset --- Gradual[Gradual]; Onset --- Continuous[Continuous]; Examples[Examples] --- AgingParents[Aging Parents]; Examples --- Cancer[Cancer]; Examples --- SpecialNeedsChild[Special Needs Child]; Examples --- Dementia[Dementia];
```

One out of four of us will be a caregiver in our lifetime.

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Understanding Caregivers' Challenges

Juggle full-time job and multiple responsibilities

Providing caregiving in the morning, working during the day and caregiving in the evening

Little or no time to care for self

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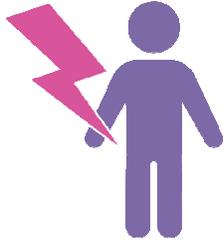
Currently Working Caregivers...

20 hours of unpaid caregiving weekly (average)

2/3 have used unscheduled time off to deal with caregiving issues

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Currently Working Caregivers...



61%

report having experienced at least one impact or change to their employment situation as a result of caregiving (cut back in hours, leave of absence, turning down a promotion, etc.)

They also worry their boss and co-workers feel resentful or burdened by their need to be out of the office.



Understanding Options for the Working Caregiver

Paid Leave Options	Unpaid Leave Options	Other Options
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> FMLA	<input type="checkbox"/> Pre-tax dependent daycare spending accounts
<input type="checkbox"/> Vacation Leave	<input type="checkbox"/> Leaves of Absence	<input type="checkbox"/> EAP
<input type="checkbox"/> Personal Leave	<input type="checkbox"/> Voluntary Cost Savings Program	<input type="checkbox"/> OPTUM
<input type="checkbox"/> Compensatory time off		
<input type="checkbox"/> Donated Leave		



Contact your agency HR representative for additional assistance.



Group Activity: Today's Caregiving

Scenario:

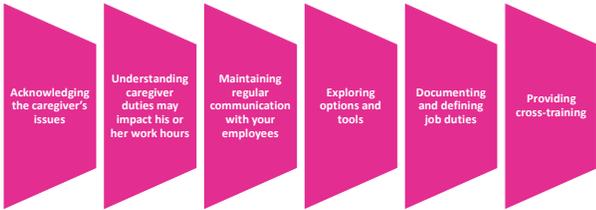
Pat's aging father has recently been diagnosed with stage 4 cancer, which was unexpected. Pat is the only family member that lives in the state and will be the primary source of care and support. Pat works full-time as an inspector with the Ohio Department of Agriculture, is recently widowed and a parent to two children ages 8 and 14.

Discussion:

What issues will Pat deal with from a professional, personal, emotional and financial perspective in order to provide care? Please discuss in your group.



Your Role as a Manager: Identifying agency-appropriate job interventions that can be applied



Contact your agency HR representative for additional assistance.



Implementing caregiving into your management style

Common ways to assist the working caregiver:

- Consider flexible scheduling options
- Explore alternative work locations
- Discuss applicable leave options
- Use of breaks or lunch at work to make phone calls related to caregiving (e.g., doctor's appointments, etc.)

Acknowledge the needs of your working caregiver by:

- Recognizing the risk of burnout
- Respecting sensitive details shared by the employee
- Having difficult conversations
- Helping to map out their day
- Providing resources to the caregiver (e.g., educational events, EAP, Optum, Dependent Daycare Spending Account)



Contact your agency HR representative for additional assistance.



... But I still have an agency to run.



What are your concerns?



Contact your agency HR representative for additional assistance.



Group Activity: Balancing Work Responsibilities and Caregiving

Discussion:

Remember your employee Pat? As managers, how can you balance the needs of your agency while supporting the needs of Pat or other working caregivers?





New Employee Orientation Fact Sheet



Contact your agency HR representative for additional assistance.



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Service · Support · Solutions

Ohio.gov State Agencies Online Services

Home for Business/Public for State Agencies for State Employees Divisions Contact Us

You are here: Divisions > Human Resources > Benefits Administration > EAP

Ohio Employee Assistance Program

Visit the OEAP Website at das.ohio.gov/eap

The Ohio Employee Assistance Program is an intake, information, counseling referral and support service for state employees and their family members. OEAP is designed to help employees, managers and agencies meet the many life challenges while remaining healthy, engaged and productive. For instance, OEAP can assist employees in coping with personal problems such as family and parenting issues, alcohol, substance use and emotional concerns (e.g., anxiety, anger, grief or depression), as well as provide informal information when an employee may be experiencing legal and financial difficulties. Personal problems can affect your health and well-being as well as your job performance. OEAP is available to assist in resolving these problems. Unresolved problems could result in health problems, family disruption, job loss or even death. OEAP also assist managers and supervisors, unions and veterans with various services and support resources.

Organizational Transitional Services
Training and Education
OEAP Resources and Tools
Strategic Focus: Mission & Goals
Publications
OEAP Orientation Video

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Upcoming Educational Events

- Basic Caregiver Benefits
- Knowing When to Ask for Help
- My Aging Parents: What Do I Need to Help Them Plan?
- Dementia 101
- Powerful Coping Tactics for The Caregiver
- My Aging Parents: Maintaining Their Independence

Welcome to Today's Event

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What questions do you have at this time?

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Sources

- das.ohio.gov/caregiver
- American Psychological Association "Who Are Family Caregivers?"
- Optum "Balancing Work and Caregiving"
- 2015 AARP Report "Caregiving in the U.S."