

Caregiver Resources

Managers Supporting Caregivers in the Workplace Learner Guide

DEFINITION OF A CAREGIVER...

A caregiver is generally defined as any relative, partner, friend or neighbor who has a significant personal relationship with, and provides a broad range of unpaid assistance for, an older person or an adult with a chronic or disabling condition that affects them physically, psychologically or developmentally.

BEING A CAREGIVER INVOLVES...

Caregiving may include any aspect of everyday life. Each situation is unique and will be tailored to the needs of the individual. However, as a caregiver, employees may need to be prepared to assist a loved one with anything, such as:

- Personal care
- Paying the bills
- Housekeeping
- Transportation
- Meal preparation
- Attending medical appointments

CAREGIVERS FACE...

The majority of caregivers also are working employees who are now faced with juggling additional responsibilities. Understand your employee will face challenges, such as:

- Financial pressure
- Stress
- Little or no time for self

UNDERSTANDING CAREGIVER BENEFITS...

- Sick, vacation and personal leave
- Compensatory time off
- Donated leave
- Family Medical Leave Act
- Leaves of absence
- Voluntary cost savings program
- Employee Assistance Program
- Dependent Care Spending Account
- Flexible and alternative work schedules



*1 out of 4 of
us will be a
caregiver in
our lifetime.*

ACTIVITY...

Scenario: Pat’s aging father recently has 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...

As a manager, you still have an agency to run. Your role is to identify agency-appropriate interventions that assist your working caregiver, yet allow the daily work of your agency to be completed. Things to consider include:

- Acknowledging the caregiver’s issues
- Understanding caregiver duties that may impact his or her work hours
- Maintaining regular communication with your employees
- Exploring options and tools
- Documenting and defining job duties
- Providing cross-training

ACTIVITY...

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?

