

Little Known Organizational Resources

- Presented by:

WORKFORCE QUALITY DIVISION

9/26/12

**US DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

Presenters

Dr. Dacia P. Hastings

*Advisor, Work Life
Wellness*

Cecilia Madan

*Manager, Departmental
Special Programs*

Tonya Templeton

*Manager, DOT Health
Clinic*

Jonni Burnham

*Acting Manager,
Disability Resource
Center*

Wendy Davis

*Onsite EAP Counselor,
Federal Occupational
Health Employee
Assistance Program*

Workforce Quality Division

Office of Human Resource Management

- Substance Abuse and Awareness Testing Office (SAATO)
 - Employee Assistance Program (EAP)
 - Health Services
 - Clinic
- Special Programs
 - Blood Drive
 - Combined Federal Campaign
- Disability Resource Center (DRC)
 - Reasonable Accommodations
 - Selective Placement
 - Work life Wellness Advisor
 - Accessible Technology/Section 508

Work Life Wellness Program



Program Overview

Research shows that employees are most effective in their professional lives when they have balance between work and life.

Unmanaged stress can threaten one's mental and physical health.

The Department of Transportation (DOT) recognizes the importance of providing a Work-Life and Wellness Advisor as a resource to employees to provide support in meeting work objectives while receiving information on how to manage the pressures of life.

Onsite Services Offered

- Confidential Individual Consultation
- National Newsletter
- Weekly Nutrition Tip
- Lactation Room
- Work Life and Wellness Seminars
- Resource Fairs



Confidential Individual Consultation

- **Face-to-Face, email, or telephone consultations**
- **Life topics including**
 - Eldercare
 - Childcare
 - Family Services
 - Summer Camps
 - Stress Management
 - Health and Wellness
 - School
 - Work and Life Management
 - Parenting Techniques
 - Telework Planning
 - Identifying Community Resources

National Newsletter

- **Newsletter distributed monthly via email and web to Modes and Work Life Coordinators**
- **Newsletter information include the following.**
 - Nutrition
 - Wellness
 - Resources
 - Volunteer Opportunities
 - Upcoming Seminars
 - Monthly awareness



Weekly Nutrition Tip

- Nutrition tip of the week emailed to DOT employees on distribution list
- Available online on DOT wellness site
- Information about eating healthier
- Employees can request to be added to distribution list by contacting the Work Life Wellness Advisor

Lactation Room and Consultation

- DOT provides a private, comfortable space for lactating mother
- Employees, Contractors, and other mothers visiting the building may use the room
- Room is equipped with a hospital grade breast pump, private stalls, refrigerator, and microbial wipes, and wellness and breastfeeding resources
- Employees must register with Work Life Wellness Advisor to use room
- Employees may use the room for as long as needed
- Room is located in East building near Health Services



Work Life and Wellness Seminars

- Seminars offered multiple times per month
- Offered onsite at DOT Headquarters
- All employees can request registration to attend seminars
- Some seminars available via Video Teleconferencing (VTC) for employees located outside DC area
- Disability access available upon request
- Topics include
 - Financial and Retirement Planning
 - Stress Management
 - Health and Wellness



Who Can Access Services?

- All Federal DOT employees
- Those who have a family, home, and/or personal concerns
- Lactating women (including contractors)
- Any employee needing educational information on financial needs, managing stress, balancing work and life, fitness, nutrition, and much more.

How To Access Services?

Contact: Dr. Dacia P. Hastings, Work Life Wellness Advisor

Telephone: 202-366-6389

Email: dacia.hastings.ctr@dot.gov or Worklife@dot.gov

Online: <http://dotnet.dot.gov/wellness/>



DOT Bloodmobile Program



Departmental Special Programs

September 2012

Mission and Focus

- To provide opportunities for employees to donate blood bi-monthly to help rebuild the blood supply.
- The American Red Cross needs to collect approximately 1,000 units of blood each day to meet the needs of patients and hospitals in the Washington DC area.
- Each whole blood donation can help save **THREE** lives.

Facts – The need is constant.

- Blood is a perishable resource and must be replenished through regular donation.
- It is estimated that only 38% of the US population age 18-65 is eligible to give blood, and only 8% actually give blood.
- All blood types are needed to help maintain a sufficient supply for patients in need, especially type O negative, because it is a universal blood type.
- Trauma victims, surgical patients and people being treated for cancer are the biggest users of blood and blood products.
- An average cancer patient receiving chemotherapy treatment will need at least 80 to 120 blood donations.
- Trauma victims may receive over 40 units of red blood cells.

Did you know?

- Every two seconds, someone in the U.S. needs blood.
- More than 38,000 blood donations are needed every day.
- Average adult has about 10 pints of blood in his body, one pint is given during a donation.
- The average red blood cell transfusion is approximately 3 pints.
- More than 1 million people new people are diagnosed with cancer each year. Many of them will need blood, sometimes daily, during their treatment.
- A single car accident victim can require as many 100 pints of blood.
- The American Red Cross accepts blood donations only from volunteer donors.

Common Blood Donation Questions

- **Will it hurt?** It may feel like a slight pinch or sting for just a second. There is no pain during the donation.
- **How long will it take?** The entire donation process from registration to refreshments takes approximately one hour. The actual donation itself only takes approximately 7-10 minutes.
- **How long will it take to replenish?** Blood volume (your plasma) is replenished within 24 hours. Red cells need about 4-6 weeks to be completely replaced. You can donate every 56 days.

DOT Blood Donor Coordinators

OST	Gabrielle Davis	559-5150
FHWA	Kerry Balek	366-0485
FMCSA	Tara Rauch	366-4727
FRA	Katrina Robinson	493-6111
FTA	Darrel Stewart	366-2476
MARAD	Bonnie McLendon	366-5485
NHTSA	Lakita Rivero	366-1625
OIG-	Karen Muller	366-1490
PHMSA	Michelle Allen	493-0153
RITA	Phyllis Seville	366-9510
SLSDC	Mary Hollomon	366-0091

Bloodmobile Schedule

U.S. DOT Headquarters

West Building- Conference Rooms 8,9, and 10

9:00 a.m. – 3:00 p.m.

October 3-4

December 5-6

Please donate!

Make an appointment with your Agency Coordinator
today!

Walk- ins are welcome!

Departmental Special Programs POC

Cecilia Madan

Manager, Departmental Special Programs

202-366-6388

Gabrielle Davis

Event Specialist, 559-5150

Mike Tansky

Event Specialist, 559-5146

DOT Health Clinic



Hours of Operation

Monday- Friday

8:00 a.m. - 12:00 p.m.

12:30 p.m. - 4:30 p.m.

Generally, the DOT Clinic is closed between 12:00 and 12:30 p.m., depending on appointments. If you have an emergency when the DOT Clinic is closed please call 911 and Security. If it is not an emergency please return when the DOT Clinic re-opens.

Services Provided

- **Blood Pressure Screening**
- **Glucose Screening**
- **Cholesterol Screening**
- **Annual Flu Shots**
- **Monthly Health Awareness Events**
- **Walk-in Health Risk Assessments**
- **Allergy Shots**
- **First Aid Services**
- **Bed rest**
- **Emergency Response**

Upcoming Events

- **Health Seminar- Common Health Problems**
September 27, 2012, 11:30 a.m. -12:30 p.m.
- **Vision and Glucose Screening**
October 2, 2012 , 9:00 a.m.- 3:30 p.m.
- **Flu Shots**
October 9, 2012, 9:00 a.m.- 3:30 p.m.
(see the schedule for additional dates)

**For more details see the information on the DOTNET.
All clinic events are posted on the DOTNET in the
upcoming event session.**

Contact Information

Room Number: E12-180
Across from the cafeteria

Website Address:

<http://dotnet.dot.gov/wellness/healthClinic/>

Phone Number: 202-366-1178

Agency Point of Contact

Name: Tonya Templeton

Phone Number: 202-366-0798

E-mail Address: tonya.templeton@dot.gov

Disability Resource Center Briefing



July 2012

DRC Mission and Focus:

Supports the Department of Transportation in the employment, advancement, and retention of people with disabilities through the use of state-of-the-art technology and proactive customer services.

Core Services:

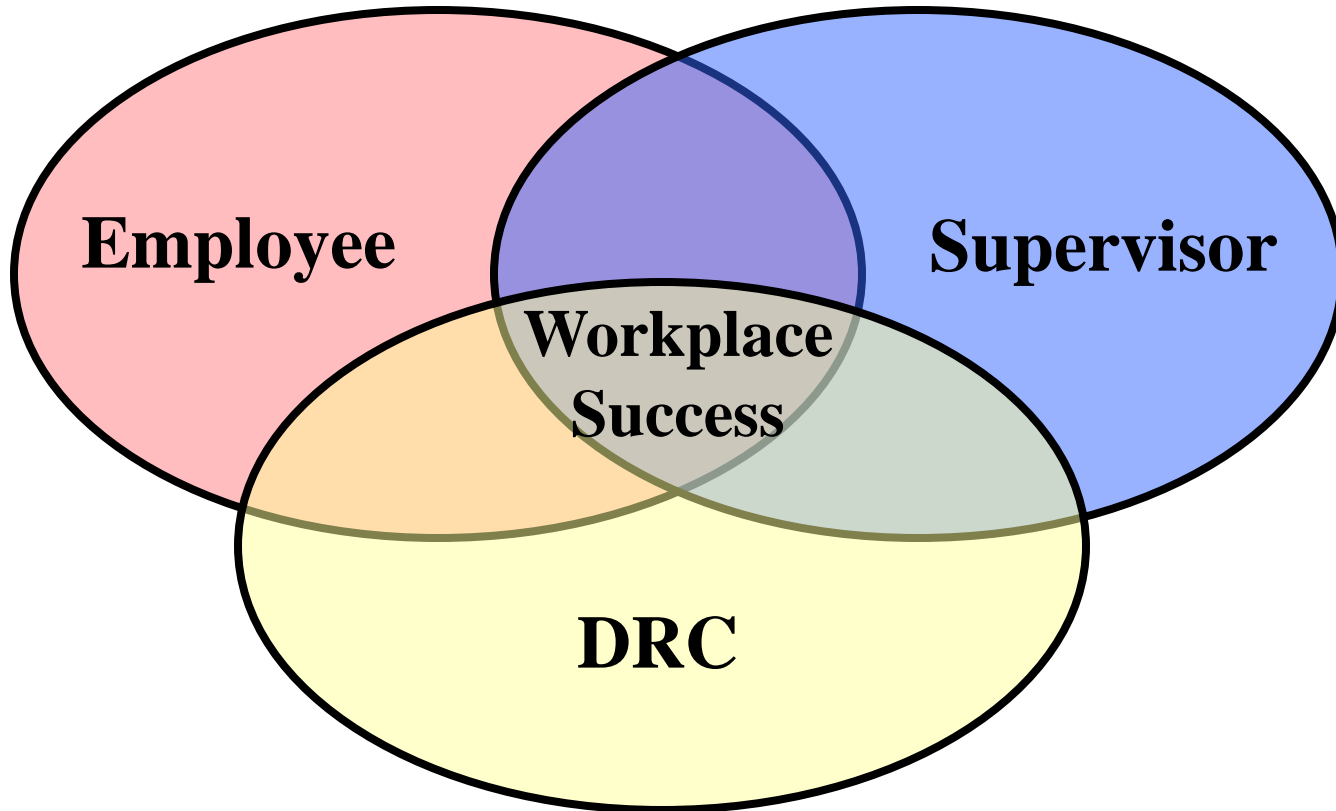
- **Reasonable Accommodations (RA)***
- **Consultation and Technical Assistance (RA and Section 508)**
- **Education and Outreach**
- **Recruitment, retention and advancement of people with disabilities – Selective Placement**

***In conjunction with the DOD's Computer/Electronic Accommodation Program (CAP) partnership.**

Education and Outreach:

- DRC Services
- Disability Awareness
- Accessible Meetings/Accessible Documents
- Section 508: Accessible Electronic & Information Technology
- Strategies to improve the recruitment, hiring, advancement, and retention of persons with disabilities

An Interactive Process = Success!



DRC Contact Information

Disability Resource Center

Phone: (202) 493-0625

TTY: (202) 366-5273

Fax: (202) 493-2391

Email: drc@dot.gov

Interpreting Services:

drc.interpreting@dot.gov

202-366-9433

Website: www.drc@dot.gov

DRC Handbook of Services:

<http://www.drc.dot.gov/hb>

Jonni Burnham

Acting Manager, Disability
Resource Center

Phone: (202) 366-5426

Email:

Jonni.Burnham@dot.gov

Annette Carr

Disability Resource Analyst

Phone: (202) 366-3221

Email:

Annette.Carr@dot.gov

Federal Occupational Health Employee Assistance Program



FOH Employee Assistance Program

- 24/7 toll-free access
- Free short-term, confidential counseling and referrals for federal employees, household members and dependents
- Supervisor consultation and coaching
- Critical incident stress management services
- Legal and financial services
- Health and wellness presentations
- Help with troubled relationships, depression, stress, emotional concerns, substance abuse, and more

EAP Contact Information

Federal Occupational Health Employee
Assistance Program

We care. Just call.

1-800-222-0364

1-888-262-7848 (TTY)

Live counselor available 24/7

www.FOH4You.com



Thank-you
QUESTIONS???