

Balancing Work & Cancer

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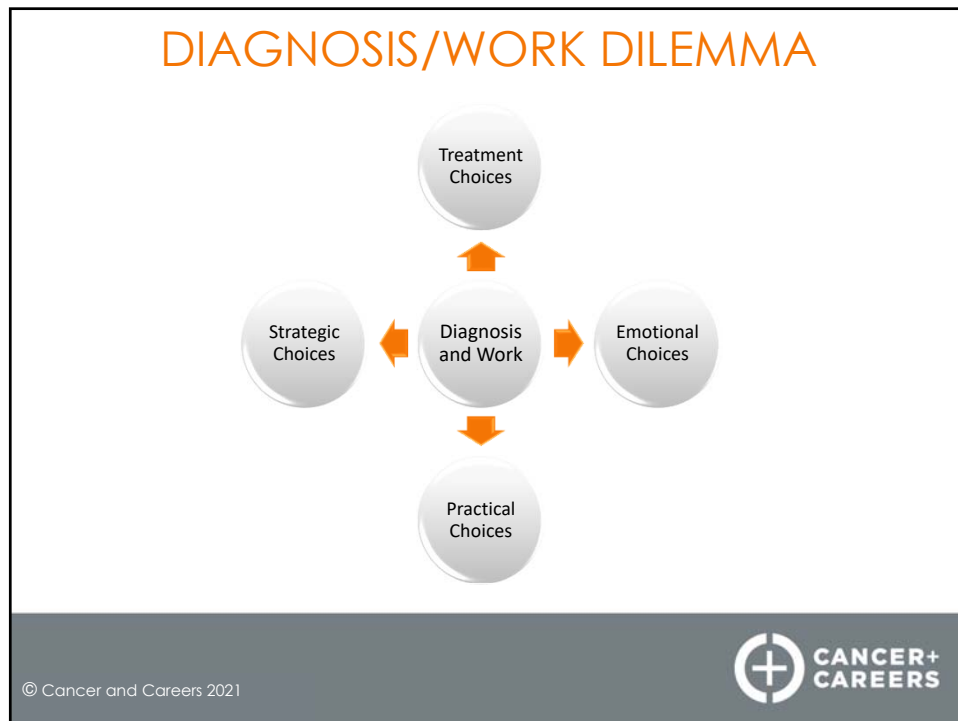
Cancer and Careers, founded in 2001, is a national nonprofit that empowers and educates people with cancer to thrive in their work environment by providing expert advice, interactive tools and educational events. All programs and services provided to patients, survivors, healthcare professionals and caregivers are offered free of charge.

- CancerAndCareers.org
- Publications in English and Spanish
- Job Search Tools and Resume Review
- Professional Development Micro-Grants
- Accredited Programs for Healthcare Professionals
- CancerAndCareers.org/espanol
- Balancing Work & Cancer Webinars
- Community Events
- National and Regional Conferences
- Career Coaching

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DIAGNOSIS / WORK DILEMMA

- How important is work to you?
- What information do you need to make a decision about work?

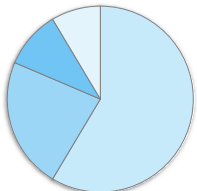
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TO WORK OR NOT TO WORK?

- How will treatment affect work and schedule?
- What are job demands — physical and mental?
- How flexible is the work environment?
- Can accommodations be made?
- What are the financial and health insurance concerns?
- How is identity connected to work?
- Have work priorities changed?



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INFORMATION NEEDS

Medical and Treatment Info	<ul style="list-style-type: none">• Treatment Options• Timeline• Potential Side Effects• Mitigation Strategies
Work Info	<ul style="list-style-type: none">• Insurance Support• Company Policies & Culture• Workplace Flexibilities• Job Demands
Legal Info	<ul style="list-style-type: none">• Federal & State Laws• Medical Leave• Disability Insurance• Health Insurance

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KEY LAW: AMERICANS WITH DISABILITIES ACT (ADA)

To access the ADA:

- Your employer (or prospective employer) must be big enough that the ADA is applicable to them
- You must have the required skills, experience, degree, training, license, etc. to do the job
- Your disability must meet the criteria determined by the ADA

Benefits may include:

- Protection from discrimination
- Access to Reasonable Accommodations

More resources:

- <http://www.cancerandcareers.org/en/at-work/legal-and-financial>
- <http://tragecancer.org/wp-content/uploads/2016/03/2016-ADA-Quick-Guide-Triage-Cancer.pdf>

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RESEARCH: EMPLOYERS & SOCIAL MEDIA

70% of employers use social media to screen candidates

Prospective Employers

- 47% are less likely to interview a candidate they can't find online
- 57% have found content that caused them **not** to hire candidates
- 37% have found content online that supported the candidate's qualifications that caused them **to** hire the candidate

Current Employers

- 48% of employers check current employees' social media profiles
- 34% have reprimanded or fired an employee for inappropriate content

Source: <http://press.careerbuilder.com/2018-08-09-More-Than-Half-of-Employers-Have-Found-Content-on-Social-Media-That-Caused-Them-NOT-to-Hire-a-Candidate-According-to-Recent-CareerBuilder-Survey>

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UNDERSTANDING INTERNET PRIVACY

For Facebook, Twitter, Instagram, etc.: Personal Information = Money

- It's a good idea to review privacy policies before sharing personal info on any website
- Sites with greater privacy: MyLifeline or CaringBridge
 - Straightforward privacy settings
 - *You* invite friends & loved ones into your network
 - **Be aware** of option to share posts to mainstream social media sites

More Resources

<http://www.cancerandcareers.org/en/resource/charts-and-checklists>

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YOUR ONLINE PRESENCE

- Develop a disclosure plan
 - Deliberately decide what & where to share
 - Consider impact, now & in the future
 - Communicate preferences to your family, friends and anyone else you choose to disclose to
- Monitor what others post about you
- Consider how you present any cancer community involvement

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BUILDING A PROFESSIONAL ONLINE BRAND

- Google yourself
- Use popular social media websites to strategically increase your online presence
 - LinkedIn – Instagram
 - Twitter – Pinterest
- Set up a professional webpage or blog
- Delete old posts that no longer represent your interests
 - Though they may still exist somewhere in the online space, they become harder to find
- Think deliberately about what you post
 - Would I want a boss – current or future – or coworkers to know this?
 - Would I want this on the front page of a newspaper (or the homepage of my favorite news site)?
 - Would I want my grandmother or mother to see this?

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RESEARCH: WORKING THROUGH TREATMENT

- Top five reasons to continue working after a diagnosis:
 - Want things to feel normal (65%)
 - Feel productive (60%)
 - Work provides a routine (59%)
 - Kept/keeps mind off cancer (55%)
 - Feel less isolated (38%)
- 75% of surveyed patients and survivors agrees that working during treatment helps or helped them cope.
- 74% of surveyed patients and survivors said work aids or aided in their treatment and recovery.

(Cancer and Careers/Harris Poll 2019)

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DO I HAVE TO SHARE THE NEWS OF MY DIAGNOSIS AT WORK?

More resources:

<http://www.cancerandcareers.org/en/at-work/where-to-start/sharing-the-news>

<http://tragecancer.org/wp-content/uploads/2016/09/Quick-Guide-to-Disclosure-FINAL.pdf>

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SHARING A DIAGNOSIS AT WORK

Control the Message

- Should you tell?
- Who should you tell?
- When should you tell?
 - Timing is everything
- How much should you share?
- How should you share it?

More resources:

<https://www.cancerandcareers.org/en/at-work/employers-managers/managers-toolkit>

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STARTING THE CONVERSATION WITH YOUR EMPLOYER

- “I know this is a lot for you as well, but I think if we collaborate, we can come up with a plan that works for both of us. It’s very important to me that everything continue running as smoothly as possible.”
- “I know you have many things to consider in terms of how we manage this, but I want you to know how important it is to me to continue doing the best work I possibly can. To make the process easier, I found a resource from an organization called Cancer and Careers. It’s a Manager’s Kit that offers ideas for how we can work through the situation together and help ensure that we’re covering all the bases.”

More resources:

<https://www.cancerandcareers.org/en/at-work/employers-managers/managers-toolkit>

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CONSIDER WHAT YOUR SIDE EFFECTS MIGHT REVEAL—ESPECIALLY IF YOU ARE CHOOSING NOT TO DISCLOSE WIDELY

- Changed Appearance
- Fatigue
- Personality/Affect Changes
- Mobility Changes
- Neuropathy

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MANAGING “CHEMO BRAIN” ON THE JOB—BACK TO BASICS

- Don't multi-task
- Write down a list of priorities
- Do one thing at a time
- Take notes
- Rehearse everything
- Build breaks into your day

“Chemo Brain” one sheet:

https://www.cancerandcareers.org/publication_orders/new

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STRATEGIES AT WORK: COMMUNICATIONS

- Identify a point person
- Communication is key
 - Ask for priorities
 - Create a written plan
 - Know your limits and set boundaries
 - “I appreciate that you thought of me for this project but I'm a bit swamped this week and am concerned about my ability to get this back to you in a timely manner.”
 - “Thank you for offering me these additional shifts. Unfortunately, I'm short on time at the moment as I've got some family obligations to attend to. But I'd love to talk about this possibility again in a few months, once the situation at home has settled down.”

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STRATEGIES AT WORK: REASONABLE ACCOMMODATIONS

- Modifications to your job, your schedule or the environment that you work in that makes it possible for you to perform your essential duties
- Also available during the job search process

More resources:

- <https://www.cancerandcareers.org/en/at-work/legal-and-financial/requesting-reasonable-accommodations>
- <https://askjan.org/index.html>
- <http://tragecancer.org/wp-content/uploads/2016/07/Quick-Guide-to-ReasonableAccommodations.pdf>

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REASONABLE ACCOMMODATIONS: MEET SUE

- Sue is a hospital social worker diagnosed with cancer in her late 20s.
- Continuing to work throughout treatment and recovery is incredibly important to her.
- One of Sue's treatment side effects is nausea which becomes debilitating whenever she is at work.
- However, she does *not* feel the same degree of nausea at home after work, or on the weekends during the same hours she normally works at the hospital.

What can be done to help Sue get back to her job?

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REASONABLE ACCOMMODATIONS: MEET FRANK

- Frank's big challenge while working through cancer treatment is fatigue.
- He is on the finance and operations team at his company and his role requires him to print, copy and scan *many* documents each day.
- The room with all of the printers, scanners, etc. is located two floors down from Frank's desk, and the easiest way to get back and forth is via the stairs.
- Walking up and down all day exacerbates Frank's fatigue and is making it hard for him to stay on-the-job.

What can be done to help Frank?

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QUESTIONS TO HELP IDENTIFY POTENTIAL ACCOMMODATIONS

Is it reasonable in your job to:

- **Work the same number of hours every week, but at different times?** (e.g. instead of 9-5 work 7-3)
- **Do some or all your work from home?**
- **Move to a different work station?** (e.g. closer to the restroom, or further away from entrance door)
- **Ask for special furniture?** (e.g. a movie theater ticket taker who is given a chair to sit in while working)
- **Ask for special equipment?** (e.g. an anti-glare screen for your computer or a cooling vest to help balance heat sensitivity)
- **Request more frequent breaks?**
- **Reassign job responsibilities?** (e.g. a teacher has recess duty covered by coworkers so he can rest)
- **Ask if an exception can be made to a policy?** (e.g. being allowed to use headphones at your work station to help reduce distractions)
- **Change to working an open role that you are qualified for?**
- **Work in a different location?** (e.g. moving to a different restaurant within the same chain that is closer to home)

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RETURNING TO AN EXISTING JOB

- What kind of flexibility exists in your former job?
- Can you still do the work?
- Do you still want to do the work?
- What if they always see you as a person with cancer?

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ADDRESSING COMMENTS & QUESTIONS: THE SWIVEL

My uncle had cancer . . .

- “I’m sorry to hear that, it must have been hard . . . (AND) . . . What did you think about the meeting that we had yesterday?”

How are you feeling?

- “Really excited to be back! In fact, I have a few questions about the new time-card system. Do you have a minute to answer them?”

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ADDRESSING COMMENTS & QUESTIONS: THE WELL-INTENDED

Your boss says: “You've been looking so exhausted recently, I didn't want to overwhelm you by adding more to your plate.”

- **Response:** *“I appreciate your concern, but work is a key part of my overall wellbeing. In fact, last night I had some ideas about the project that I'd love to share with you.”*

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ADDRESSING COMMENTS & QUESTIONS: THE OUTRIGHT INSENSITIVE

After disclosing your diagnosis, your supervisor says: “Did you smoke?” (or “Did you drink?” or “Did you tan?”)

- **Response:** *“There is a lot of confusion, complexity and fear around cancer so I can understand that you'd be curious about whether I somehow brought this on myself, however what is important now is how we can work together to make sure that all our goals are still met while I balance both work and treatment. My job is incredibly important to me so I hope we can collaborate to come up with the best plan of attack.”*

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RESEARCH: JOB SEARCH

- Among cancer patients and survivors looking for work:
 - 49% feel prospective employers would treat them differently if they disclosed their cancer.
 - 31% feel their diagnosis has limited their job prospects and ability to get hired.
 - 50% express at least some concern about getting hired if a potential employer finds out about their diagnosis.
(Cancer and Careers/Harris Poll 2019)
- In a study with fake cover letters, researchers found employers expressed 26% less interest in candidates who disclosed a disability than candidates who did not.
(Source: www.nber.org/papers/w21560)
- Applicants who disclosed a cancer history received fewer callbacks from managers (21%) than the applicants who did not disclose a cancer history (37%).
(Source: HR and Employment Law News 11/17/15)

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JOB SEARCH

- Things to think about:
 - Emotional highs/lows
 - Being strategic
 - Holding yourself to a higher standard
- The steps of a job search are the same as the steps to build any relationship—
consider what you reveal, and when.

More resources - CAC Job Search Toolkit:
http://www.cancerandcareers.org/publication_orders/new

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THINGS TO CONSIDER DURING COVID-19 & BEYOND

- Which companies/industries are hiring during COVID-19?
- What kinds of jobs are currently available?
- What can you learn about how companies are handling COVID-19?
- Who do you know that you can talk to about potential opportunities?
- What are your concerns about work in light of both COVID-19 and cancer?

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NETWORKING

- 85% of jobs are found through networking
- Networking sources:
 - Websites such as LinkedIn
 - Former colleagues and vendors
 - Friends, neighbors, fellow volunteers, members of support groups
 - Professional associations
 - Doctors, lawyers, dentists, accountants, dog walkers

More resources:

<http://www.cancerandcareers.org/en/community/videos/bwc/linkedin>

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EFFECTIVE RESUMES & COVER LETTERS

- Resumes
 - Written with the audience in mind
 - A succinct summary of capabilities and accomplishments
 - Easy to read and understand
 - Style chosen for circumstances and desired impact
 - Future focused and targeted toward career goal
 - Cover Letters
 - Make it personal
 - Highlight one or two professional experiences that are relevant to the job you are applying for
 - Sell yourself
 - Proof your letter
 - Follow-up
- More resources:
http://www.cancerandcareers.org/resume_reviews/new

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DISCLOSURE & JOB SEARCH

- Should you disclose your cancer history...
 - on your resume?
 - in your cover letter?
 - during an interview?

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THE SWIVEL

Can you tell me what you were doing during this gap on your resume?

- “I was dealing with a family issue that is resolved now AND I am thrilled to discuss how my management skills can build the team and grow your business.”
- “I realized that what I was doing didn't fulfill me so I took a step back to think about what would make me happy AND I think my tech background would really be an asset not just for this role but for the company as a whole.”

More resources:

<http://www.cancerandcareers.org/en/looking-for-work/interviewing/mock-interviews>

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RESEARCHING AN EMPLOYER

- Company benefits
- How have they treated other employees in the past?
- How large is the company? Will the ADA apply?
- Discrimination lawsuits
- Do they have employee programs? (e.g., EAP, affinity programs)
- Other information that can help identify their workplace culture (e.g., www.glassdoor.com , www.linkedin.com)

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WORKING IN A NEW JOB WITH A NEW EMPLOYER

- How do you assimilate?
- How do you handle it if you are still in treatment?
- Managing your energy
- How can you succeed?
- Asking for accommodations

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UPCOMING VIRTUAL EVENTS

Balancing Work & Cancer Webinar Series

Resumes 101

Apr 7 | 1:00 PM ET/10:00 AM PT

Building an Effective LinkedIn Profile

May 5 | 6:00 PM ET/3:00 PM PT

Networking

June 2 | 1:00 PM ET/10:00 AM PT

<https://www.cancerandcareers.org/en/community/events/webinars>

National Conference on Work & Cancer

Friday, June 25 | 8:45 AM – 5:00 PM ET

<https://www.cancerandcareers.org/en/community/events/conference>

Technology Assistance Program (TAP) - *applications are now open!*

<https://www.cancerandcareers.org/en/community/events/conference/technology-assistance>

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MORE FROM CAC

RESUME REVIEW SERVICE

http://www.cancerandcareers.org/resume_reviews/new

VIDEO ARCHIVE

<https://www.cancerandcareers.org/en/community/videos>

FREE PUBLICATIONS

www.cancerandcareers.org/publication_orders/new

“ASK A CAREER COACH” MESSAGE BOARD

<http://www.cancerandcareers.org/career-coach>

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FINANCIAL RESOURCES

Cancer and Careers: Financial Assistance Grants*

**Currently on hold, please check cancerandcareers.org for updates*

Carrie's Touch

COVID-19 Rapid Response Fund

<https://www.carriestouch.org/programs-2>

The Pink Fund

COVID-19 Real Help Now Fund

<https://www.pinkfund.org/get-help/>

Family Reach

Family Treatment Program

https://familyreach.org/ftp/#FTP_Overview

Sisters Network Inc.

COVID-19 Breast Cancer Assistance Program

<http://sistersnetworkinc.org/programs.html>

Federal Communications Commission

Emergency Broadband Benefit

<https://www.fcc.gov/broadbandbenefit>

Team Rubicon USA

Emergency Food Assistance

<https://teamrubiconusa.org/applynow/>

Healthwell Foundation

Multiple Programs

https://www.healthwellfoundation.org/disease-funds/?fund_status%5b%5d=open

Patient Advocate Foundation:

- Co-Pay Relief: <https://www.patientadvocate.org/connect-with-services/copay-relief/>
- Financial Aid Funds: <https://www.patientadvocate.org/connect-with-services/financial-aid-funds/>

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ADDITIONAL RESOURCES

Triage Cancer

- Educational Blog (<http://TriageCancer.org/Blog>)
- Events (<http://TriageCancer.org/Events-Calendar>)
- Cancer Survivorship Webinar Series (<http://TriageCancer.org/Webinars>)
- State Resources (<http://TriageCancer.org/Resources/StateResources>)
 - Quick Guides
 - State Resource Contact Information

Employment Rights & Options:

- Equal Employment Opportunity Commission www.EEOC.gov
- Job Accommodation Network www.AskJan.org
- U.S. Department of Labor (COBRA) www.dol.gov/EBSA
- U.S. Department of Labor (FMLA) www.DOL.gov/WHD
- FlexJobs www.flexjobs.com
- Workplace Transitions: www.workplacetransitions.org

Legal Assistance:

- National Cancer Legal Services Network www.NCLSN.org
- LawHelp www.lawhelp.org
- Lawyer Referral Service <http://apps.americanbar.org/legalservices/Iris/directory>

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Facebook

www.Facebook.com/CancerandCareers

Newsletter

www.cancerandcareers.org/en/community/newsletter

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