

HR TOOLKIT

SUPPORTING THE WORKING CAREGIVER

Assessing Caregiver Needs

- Pay attention to performance and behavioral indicators such as absenteeism, emotional exhaustion, and withdrawal from collaboration.
- Encourage open conversations to identify caregiving responsibilities.
- Offer flexible arrangements including remote work and adjustable hours.

Inclusive Workplace Culture

- Provide access to caregiving resources.
- Distribute articles and guides on caregiving.
- Ensure employees have access to caregiving leave and supportive policies.

Advocacy & Support Systems

- Establish peer support groups (virtual/in-person).
- Offer trainings on stress management and caregiver burnout.
- Create caregiver support groups within the organization.

Manager Training and Empathy

- Train managers on empathetic leadership and accountability.
- Educate managers on available resources and benefits.

Caregiving Resources for Employees

- **Family Caregiver Alliance** (www.caregiver.org) Educational materials, support services, and advocacy.
- **Eldercare Locator** (eldercare.acl.gov) Connects caregivers to local services and support.
- **AARP Caregiving Resource Center** (www.aarp.org/caregiving) Guides, checklists, and community forums.
- **National Alliance for Caregiving** (www.caregiving.org) Research, policy updates, and caregiver toolkits.
- **Local Area Agencies on Aging** Regional support and services for elder care.
- **Online Caregiver Communities** Forums such as Caregiver Action Network and AgingCare.com.



Need Help?

CALL : 1-800-624-2593

[Log On to the Member Portal](#)



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Policy Audit Categories

Leave Policies

- Offer paid caregiving leave
- Emergency leave options
- Job protection for caregivers

Benefits

- Caregiving guides and legal consultations
- Mental health support

Culture

- Create psychologically safe environments
- Recognize caregiving in DEI initiatives
- Celebrate caregiver contributions

Flexibility

- Remote work options
- Flexible scheduling
- Reduced hours or part-time transitions

Communications

- Normalize caregiving conversations
- Train managers to listen empathetically
- Promote available resources

National EAP Resources

Eldercare Referrals & Resources

Get connected to trusted professionals and services that fit your loved one's unique needs, from in-home care to transportation and meal programs. **Contact us today!**

Member Portal - Aging Tab

Through the "aging tab", access articles, webinars, and guides on relevant topics to support the caregiver. You can also easily find local support services for seniors and children, by searching "Child Care Provider Locator" or "Older Adult Services Locator".

Your username/password for the Member Portal is your company name.

Your NEAP Contact



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