



ADVISOR

Spring / Summer 2011



61 Main Street
Selkirk, MB R1A 1R2
Selkirk Office: (204) 482-2130
Steinbach Region: (204) 346-6740
Toll Free: 1-800-494-4179
Fax: (204) 482-9855
Email: aimforwork@mts.net
aimforworksteinbach@mts.net
Website: www.aimforwork.com

The A.I.M. for Work staff are:

Rob McDonald
Program Manager

Tannis Barker
Employment & Rehabilitation
Specialist

Stacey Sabiston
Program Assistant

Inside this issue:

Province Proposes Legislation	2
Ergonomics - Fast Facts	2
Skills for Jobseekers	3
Focus on Disability	4
Long Term Disability	5
Program Information	6



“Opportunity is missed by most people because it is dressed in overalls and looks like work.”
– Thomas Edison

12 Critical Interview Tips

It's important to make a great impression during an interview. Here are 12 basic tips to convince a prospective employer that you're the one for the job.

1. Thoroughly research the job and company. Try to know as much about their product(s) and services as you can. Preparation will make you feel confident and you won't be nervous if you are asked specific company-related questions.
2. Be prepared to describe your strengths and weaknesses.
3. Maintain eye contact. It shows that you are focused and confident.
4. Demonstrate interest and enthusiasm about the company.
5. Dress professionally. "Professional" can be interpreted in many ways these days. Basically, whether the company's style requires a suit or is laid back, make an effort to look presentable. It REALLY matters.
6. Try to respond to questions within 60 seconds. You don't want to give very short answers but lengthy responses will make the employer lose interest and you might lose your own focus.
7. Listen and respond to questions directly. If you are unclear about a question, ask for clarification.
8. Be prepared to discuss how what you've done in the past will affect how you'll perform in your future position. Give examples that show your value.
9. Ask questions. Sharp questions show that you are proactive and want to make sure that this company is the right place for you.
10. Bring an extra copy of your resume.
11. Know how to answer salary questions.
12. Send a thank you note within two days of the interview. Express your interest in the position and thank the interviewer for his or her time. Even if you're not interested in the job, you never know who might be a good contact for you down the line.

PROVINCE PROPOSES LEGISLATION TO CREATE AN ACCESSIBILITY ADVISORY COUNCIL

Council Would Help Identify, Remove Barriers: Howard

The Manitoba government is taking action to create greater accessibility for people with disabilities and all Manitobans who face barriers in everyday life, Labour and Immigration Minister Jennifer Howard, minister responsible for persons with disabilities, announced today.

"I've introduced legislation today that will lead to the creation of an advisory council that will move us one step closer to a fully accessible Manitoba where everyone can live, work and play," said Howard. "This council will identify barriers that people face and find ways to prevent and remove those barriers."

The council would be made up of members of the disability community and other affected stakeholders who will make recommendations on:

- legislation or regulations that would set up a process to identify, prevent and remove barriers faced by people with disabilities;
- policies, practices and requirements that may be implemented by government to improve accessibility; and development of long-term accessibility objectives.

Under the proposed legislation, the advisory council would consult with people with disabilities and organizations that may be affected by any of its recommendations. This would include employers and businesses as well as representatives from Manitoba municipalities. One of the council's first tasks would be further development of the legislation that would set out accessibility standards.

"The commitment to make Manitoba accessible must be shared by all including governments, businesses and public services," said Howard. "There are many good examples of accessibility in our province, but there is more we can do. Building an accessible Manitoba is a long-term goal and we want to involve everyone in setting out our future plans for achieving full accessibility in Manitoba."

Once established, the council would be required to make initial recommendations to the minister within 12 months.

The minister thanked organizations representing employers, people with disabilities, labour and municipalities for their recommendations on making the province more accessible, as well as the thousands of Manitobans who have taken part in consultations.

Released: June 1, 2011

<http://news.gov.mb.ca/news/index.html?archive=month&item=11633>

Ergonomics - Fast Facts

- ➔ The word ergonomics means laws of (*nomos*) work (*ergon*)
- ➔ Computers are a major area where ergonomics is relevant. Other areas are automobiles, cockpits, machinery and factories.
- ➔ The practice of ergonomics is considered to be a science. It involves the designing of machines, products, and systems to best maximize safety, comfort, and efficiency for those who use them.
- ➔ In ergonomics, people and the objects they used are viewed as one unit, blended together.
- ➔ One of the major goals for ergonomics in the work place is to prevent illness and accidents among employees.
- ➔ More than 60% of workplace illnesses reported each year are related to repetitive stress injuries resulting from continuous repetition of the same motions.

6 Skills Every Jobseeker Must Have

Marketing - Nobody knows you better than you; you know what you can do. Be completely familiar with the job posting and each feature the company is looking for, and when speaking with the hiring authority, the marketing pro in you will take those features and turn them into benefits for the company.

Sales - Many people think sales and marketing are the same thing. Not so. Sales is the byproduct of a good marketing strategy. You "market" yourself to get the face-to-face interview. Once that is accomplished, you have to sell yourself to get the job. You do this by presenting a good sales pitch (why you're the person for the job) and support it with facts from previous job performance

Research - every job out there requires you to do some type of research. Research to determine what products/services a company provides, who it's customers/clients are, etc.

Communication - In order to do your job effectively, you must be able to speak and write well. Companies hire people who can accurately express their thoughts in both verbal and written communication. Employers don't have time to teach this skill, so you either have it or you don't.

Interpersonal - Every work place consists of a variety of personalities, so being able to easily communicate with people from different backgrounds and walks of life is an asset of considerable importance.

Technological - Being able to operate various office machines and equipment is an invaluable tool, especially in a small office environment.



"Press any key to continue, where's the any key?"

- Homer Simpson

BACK PAIN

Try to find all 23 words

- | | |
|--------------|----------------|
| BACKACHE | NERVES |
| BENDING | OSTEOARTHRITIS |
| CERVICAL | PAIN |
| CHRONIC | POSTURE |
| COCCYX | PREVENTION |
| COMPRESSION | SACRUM |
| DEGENERATION | STENOSIS |
| DISKS | STRENGTH |
| ERGONOMICS | THORACIC |
| HERNIATION | TWISTING |
| INJURY | VERTEBRAE |
| LUMBAR | |



O C I C A R O H T G N E R T S
 C S T E N O S I S A C R U M C
 O J T R E A R B E T R E V X I
 M S D E G E N E R A T I O N M
 P A E L O E S E V R E N K V O
 R R X V A A V H Q Y H J V V N
 E U E U N C R R A B M U L C O
 S Q H V N O I T A I N R E H G
 S R B P E U V V H N W Y H R R
 I G N I D N E B R R B M E O E
 O B U F U F T D C E I N H N O
 N D G N I T S I W T C T Y I C
 U X V M X Y C C O C D M I C W
 B A C K A C H E Z N Q V Z S N
 S K S I D E R U T S O P A I N

FOCUS ON DISABILITY: Age-Related Macular Degeneration

What is age-related macular degeneration?

AMD is a disease associated with aging that gradually destroys sharp, central vision. Central vision is needed for seeing objects clearly and for common daily tasks such as reading and driving.

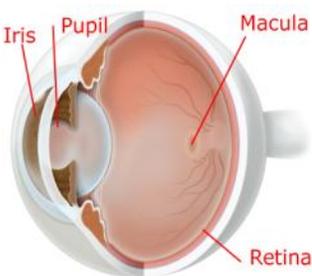
AMD affects the macula, the part of the eye that allows you to see fine detail. AMD causes no pain.

In some cases, AMD advances so slowly that people notice little change in their vision. In others, the disease progresses faster and may lead to a loss of vision in both eyes. AMD is a leading cause of vision loss in Americans 60 years of age and older.

AMD occurs in two forms: wet and dry.

Where is the macula?

The macula is located in the center of the **retina**, the light-sensitive tissue at the back of the eye. The retina instantly converts light, or an image, into electrical impulses. The retina then sends these impulses, or nerve signals, to the brain.



What is wet AMD?

Wet AMD occurs when abnormal blood vessels behind the retina start to grow under the macula. These new blood vessels tend to be very fragile and often leak blood and fluid. The blood and fluid raise the macula from its normal place at the back of the eye. Damage to the macula occurs rapidly.

With wet AMD, loss of central vision can occur quickly. Wet AMD is also known as advanced AMD. It does not have stages like dry AMD.

An early symptom of wet AMD is that straight lines appear wavy. If you notice this condition or other changes to your vision, contact your eye care professional at once. You need a comprehensive dilated eye exam.

What is dry AMD?

Dry AMD occurs when the light-sensitive cells in the macula slowly break down, gradually blurring central vision in the affected eye. As dry AMD gets worse, you may see a blurred spot in the center of your vision. Over time, as less of the macula functions, central vision is gradually lost in the affected eye.

The most common symptom of dry AMD is slightly blurred vision. You may have difficulty recognizing faces. You may need more light for reading and other tasks. Dry AMD generally affects both eyes, but vision can be lost in one eye while the other eye seems unaffected.

One of the most common early signs of dry AMD is drusen. Drusen are yellow deposits under the retina.

They often are found in people over age 60. Your eye care professional can detect drusen during a comprehensive dilated eye exam.

What are the symptoms?

Both dry and wet AMD cause no pain.

For dry AMD: the most common early sign is blurred vision. As fewer cells in the macula are able to function, people will see details less clearly in front of them, such as faces or words in a book. Often this blurred vision will go away in brighter light. If the loss of these light-sensing cells becomes great, people may see a small--but growing--blind spot in the middle of their field of vision.

For wet AMD: the classic early symptom is that straight lines appear crooked. This results when fluid from the leaking blood vessels gathers and lifts the macula, distorting vision. A small blind spot may also appear in wet AMD, resulting in loss of one's central vision.

How is AMD detected?

Your eye care professional may suspect AMD if you are over age 60 and have had recent changes in your central vision. To look for signs of the disease, he or she will use eye drops to dilate, or enlarge, your pupils. Dilating the pupils allows your eye care professional to view the back of the eye better.

AMD is detected during a comprehensive eye exam that includes:

Visual acuity test. This eye chart test measures how well you see at various distances.

Dilated eye exam. Drops are placed in your eyes to widen, or dilate, the pupils. After the exam, your close-up vision may remain blurred for several hours.

Tonometry. An instrument measures the pressure inside the eye. Numbing drops may be applied to your eye for this test.

Your eye care professional also may do other tests to learn more about the structure and health of your eye.

How is wet AMD treated?

Wet AMD can be treated with laser surgery, photodynamic therapy, and injections into the eye. None of these treatments is a cure for wet AMD. The disease and loss of vision may progress despite treatment.

Laser surgery. This procedure uses a laser to destroy the fragile, leaky blood vessels. Only a small percentage of people with wet AMD can be treated with laser surgery. Laser surgery is performed in a doctor's office or eye clinic. The risk of new blood vessels developing after laser treatment is high.

Continued on page 5

LONG-TERM DISABILITY BENEFITS

Question:

I am nearing the end of my short-term disability with my employer and expect to transition to long-term disability. Is there any limit on the length of time I can draw long-term disability benefits?

Answer:

Firstly, it is important that you reference the long-term disability policy that addresses your entitlement to benefits. Long-term disability policies are typically provided to employers by third party insurers, who have their own "rules and regulations" in terms of qualifying for the benefits, maintaining those qualifications, the amount of the benefit and how it is impacted, if at all, by part-time work.

That said, typically access to long-term disability benefits ends after a six month elimination period (your access to short-term disability benefits) and continues, as long as you are deemed disabled from performing your own occupation, for a period of two years. This presupposes, of course, that you remain disabled for that entire period of time, and may be required to provide medical support, from time to time, to continue to persuade the insurer of your disability.

Again, typically at the end of a two year period the definition of "disabled" changes, and becomes more stringent, in the sense that you must then be disabled from performing any occupation for which you are reasonably qualified by training, education and experience. This definition is intended to make qualification more challenging and correspondingly you must not only be disabled from performing your own job or occupation, but disabled performing a broader array of possible employment options.

Finally, typically long-term disability benefits continue under a policy until you are no longer deemed disabled under the terms of the policy or you reach age 65.

Nevertheless, it is important that you consult the precise terms of your long-term disability insurance policy in order to determine your individual entitlements.

Response by: Norman Grosman

Workopolis: <http://www.workopolis.com/winnipegfreepress.aspx?action=Transfer&View=Content/Common/ArticlesDetailView&lang=EN&articleSource=LQA&articleId=lqa20100413File1Article1>



Age-Related Macular Degeneration

Continued from page 4

Repeated treatments may be necessary. In some cases, vision loss may progress despite repeated treatments.

Photodynamic therapy. A drug called verteporfin is injected into your arm. The drug tends to "stick" to the surface of new blood vessels.

Next, a light is shined into your eye for about 90 seconds. The light activates the drug. The activated drug destroys the new blood vessels and leads to a slower rate of vision decline. Photodynamic therapy is relatively painless. It takes about 20 minutes and can be performed in a doctor's office. Photodynamic therapy slows the rate of vision loss. It does not stop vision loss or restore vision in eyes already damaged by advanced AMD. Treatment results often are temporary. You may need to be treated again.

Injections. Wet AMD can now be treated with new drugs that are injected into the eye (anti-VEGF therapy). You will need multiple injections that may be given as often as monthly. The eye is numbed before each injection. After the injection, you will remain in the doctor's office for a while and your eye will be monitored. This drug treatment can help slow down vision loss from AMD and in some cases improve sight.

How is dry AMD treated?

Once dry AMD reaches the advanced stage, no form of treatment can prevent vision loss. However, treatment can delay and possibly prevent intermediate AMD from progressing to the advanced stage, in which vision loss occurs.

The National Eye Institute's Age-Related Eye Disease Study (AREDS) found that taking a specific high-dose formulation of antioxidants and zinc significantly reduces the risk of advanced AMD and its associated vision loss. Slowing AMD's progression from the intermediate stage to the advanced stage will save the vision of many people.

Source: National Eye Institute - http://www.nei.nih.gov/health/maculardegen/armd_facts.asp#1f



Client Comments

"AIM for Work gave me a great sense of direction on terms of where to turn to for help with finding a job. The support was so great and deeply appreciated. Thank you!" - Jade R.

"They were a good support to me before, during and after my job experiences. They helped to get me set up for job interviews and how to handle difficult situations." - Mary G.

"The staff at A.I.M. are really helpful in job searching, talking with me on job specifications, and just assisting me & being there when I needed them. Thank-you for all your help! - Wanda F.

"I'm very grateful that this program exists. I found everyone very friendly & outgoing. I strongly recommend this service to anyone that needs help. Very knowledgeable staff." - Darlene E.

IMPORTANT NOTICE

Anyone who is receiving regular Employment Insurance **MUST** be actively seeking work.

This means that you must be applying for a certain number of jobs every single week.

The amount per week is determined by your local labour market.

If you are unsure about this, please contact the Service Canada Office
1-800-206-7218.
Listen to the message & press '0' to speak to a Citizen Service Advisor.



- • • • •
- **Clients of A.I.M. for Work:** •
- Please remember that we have a computer •
- here for you to use for your job search, to do •
- cover letters or to practice your computer •
- skills and typing. If you require assistance •
- and would like to improve your skills, call •
- Stacey at A.I.M. to schedule an appointment! •
- (204) 482-2130 •
- Or Toll free at •
- 1-800-494-4179 •
- • • • •





A.I.M. for Work,
A unique ACTION oriented
Employment Program
for Persons with Physical Disabilities

WHO IS ELIGIBLE?
You Must:

- ⇒ Have a chronic medical condition or physical disability
- ⇒ Live in the area served by Service Canada and Manitoba Competitiveness, Training and Trade, Selkirk, MB
- ⇒ **THERE IS NO COST TO ELIGIBLE PARTICIPANTS**

WHAT IS A PHYSICAL DISABILITY?

- ⇒ Any medical condition that causes restrictions in daily living
- ⇒ Some examples of physical disabilities are:

➤ Arthritis	➤ Hearing/Visual Impairment
➤ Fibromyalgia	➤ Carpal Tunnel Syndrome
➤ Chronic Pain	➤ Asthma/Allergies
➤ Back Injury	➤ Work Related/Motor Vehicle Accident Injuries
➤ Crohn's Disease/IBS	

Call now: (204)482-2130 or 1-800-494-4179
The A.I.M. for Work office is located at:
61 Main Street, Selkirk, Manitoba, R1A 1R2

Funding provided by:
the Government of Canada
and
the Manitoba Government