Welcome to this Special Edition of Staff Matters. We have some opportunities for you that just couldn’t wait until the next issue. Please take a few minutes to read the articles contained in this Special Edition.

This year, the SOM Annual Service Project is open to the entire School of Medicine. We will be working with Jerusalem House—which already has close ties with Emory University—and Nicholas House. Consider sponsoring a family or a child in need. Details can be found below.

Are you looking for ways to be more involved? Consider talking to your Department Administrator about serving on the SOM Staff Development Council or the University Employee Council.

Finally, Human Resources Learning Services is now accepting applications for Mentor Emory, Supervisor Development Program, Manager Development Program, and the Administrative Professionals’ Program. Read more about these opportunities in this this Special Edition of Staff Matters.

Enjoy this lovely fall weather as you ease into the holiday season.

**SOM Annual Service Project**

For the third year, the SOM will be coordinating a service project to provide for those less fortunate in our community. In past years we have sponsored kids from an Easter Seals school and from the Salvation Army. This year we are sponsoring “angels” from the Jerusalem House and the Nicholas House. To learn more about these agencies see page 4.

Each child and adult will have a “wish list”. As a general guide it is nice to provide the following: One complete school outfit, a pair of shoes OR a coat, and two-three toys from their list. For the adults, you can choose an item of clothing and one or two items from their wish list.

Groups or individuals can sponsor “angels”.

If you would like to sponsor an “angel” please complete the following link to indicate how: [sponsored link]

*Continued p. 6*
Mentor Emory

Do you have goals and aspirations? Wish you had someone to help guide you? Having a mentor may be exactly what you need. The Mentor Emory program is driven by the goals of the mentee. Mentees are matched with mentors who have the experience to help them find their way to the accomplishment of their goals.

Do you have expertise and experience to help someone else? Do you enjoy ‘coaching’ people to achieve their goals? If so, Mentor Emory needs you to be a mentor. Every year there are more mentee applicants than there are mentors. Please give it consideration!

Think you don’t have the time? The time commitment is not that great, yet the rewards are tremendous. There are four group meetings with all the mentees and mentors that are ‘required’. Beyond the group meetings mentors and mentees determine what kind of meeting schedule works best for them—Once a month? Every two weeks for an hour? On campus? At Starbucks? Before, during, or after work? The time commitment is flexible, but the meetings are powerful for both the mentee and mentor.

On an institutional level, Mentor Emory advances the individual and community through learning from others and giving back. Towards this endeavor, it:

- Assists the University in retaining talent
- Fosters the professional growth of its mentors and mentees
- Provides enhanced communication and connectivity
- Instills a sense of belonging amongst its participants

Details can be found here: Mentor Emory 2013 Program at a Glance

Learn more about Mentor Emory from Alaina Shapiro (Radiology), Susan Sunay (Winship Cancer Institute), and others on this You Tube video: www.youtube.com/watch?feature=player_embedded&v=5mzF6l-p704

To apply, visit the Learning Services webpage (www.learningservices.emory.edu/) and click on Program Applications.

Applications are due November 2, 2012
University Food Drive

Join us as the Emory Community Comes Together to Help Our Neighbors in Need.

All donations are being made to the ATLANTA COMMUNITY FOOD BANK

Find a Drop off Location Near You!
Briarcliff Campus, Business School (East Bldg 2nd fl), Rich Building, Carter Center
White Hall, Whitehead, Callaway, Chemistry, Cox Hall, Dobbs University Center (DUC),
1762 Clifton Rd. (Suite 2400), 1599 Clifton Rd. (Lobby), Psychology, WoodPEC
School of Medicine (Lobby), Clairmont Parking Deck, Facilities Management Building B

Most Needed:
Peanut Butter, Canned Tuna, Canned Beans, Canned Soups,
Stews, & Pastas, 100% Fruit Juice, Canned Fruits & Vegetables,
Macaroni & Cheese Dinners, Whole Grain & Low Sugar Cereals

October 25 - November 17
Jerusalem House

Jerusalem House provides over 66% of the permanent supportive housing designated for Atlanta’s homeless and low-income population with HIV/AIDS through two residential programs and two master lease programs. It is not supported by United Way and is not a religious organization.

Jerusalem House was originally just one house for 5 homeless individuals with AIDS, in the days when AIDS was considered a death sentence. The founders of Jerusalem House envisioned a peaceful home where these individuals could die with dignity; the word “Jerusalem” means “dwelling of peace.” After a successful fundraising campaign, they were able to add an annex to the original house, creating 23 efficiency apartments.

Today, with access to medication, most individuals with HIV/AIDS are able to live long and healthy lives. Jerusalem House has evolved by creating the Family Program, with 12 apartments for single mothers and their school age children on a campus, and the Scattered Site I Program, with 36 apartments “scattered” in complexes across metro Atlanta. The Scattered Site II Program, launched in 2009, allows them to additionally serve low-income, not only homeless, individuals and families affected by HIV/AIDS in 119 units of housing throughout the city of Atlanta.

Nicholas House

Nicholas House is a nonprofit agency that operates a transitional housing shelter as well as scattered apartment sites for homeless families.

Nicholas House assists homeless families in making the transition from homelessness to self-sufficiency in a structured but home-like environment. Nicholas House understands that providing basic subsistence – food and shelter – is necessary but not sufficient to prevent most homeless families from becoming homeless again. They address the causes of homelessness by offering counseling, case management, assistance with life skills and parenting, and other supportive services targeted to each family's individual needs. Families are eligible to participate in NHI programs for up to two years. After they graduate, they are offered an additional two years of Aftercare Services so that they can cement the gains they made while in the program and maintain their self-sufficient lifestyle.

Nicholas House is establishing itself as the benchmark by which other homeless programs in the Atlanta area measure their success and continuously works to improve the quality of their programs and produce measurable results. These attainments are measured 6, 12, and 24 months after a family leaves the programs, and the success of the program is determined on how a family is a year or more after they have graduated from the facility.

Nicholas House accepts homeless families no matter what their size and makeup: expectant mothers, single mothers and fathers, couples and their children, including teenage male children-and large families with as many as 10 members. Because most shelters are gender-specific, serving only men or women and their children, homelessness often separates family members from each other, often times with devastating consequences. By accepting the entire family, Nicholas House helps keep families together.
Workshop Series for Caregivers

As the population shifts and we begin to see more elderly than we do children in the United States, we must prepare ourselves for the impact it will have on our culture in how we do things both at work and at home. The Emory WorkLife Resource Center will be sponsoring a full workshop series for caregivers again this year. As done in years past, the series is designed to help employees and their families manage some of the most common and complex issues pertaining to caring for an aging or sick adult. Caregivers, who are often working full-time and raising a family of their own, can easily become overwhelmed trying to understand and navigate “the system.” These workshops provide caregivers guidance and empower them with more control. The caregiver series will include five workshops again this year (one has already occurred and therefore not on the list below), including two new topics related to universal design and aging in place, and another one that helps caregivers understand more about the hospitalization of an elderly loved one. All of the workshops are led by experts in the field of geriatric medicine, gerontology, elder law, and aging. Each workshop will help employees in the various stages of the caregiving process by explaining the dynamics involved and providing education to empower them in their role as a caregiver.

**Strategies for Communicating with Loved Ones Living with Dementia**
Thursday October 18, 2012
12-1:30 PM
Dobbs University Center
Harland Cinema
Facilitator: Dr. Kenneth Hepburn Ph.D., Associate Dean for Research - Nell Hodgson Woodruff School of Nursing, Education Core Director – Emory Alzheimer’s Disease Research Center

**Financing Long-Term Care**
October 25, 2012
12-1:30 PM
Dobbs University Center
Harland Cinema
Facilitator:  Heather Durham-Nadler, Certified Elder Law Attorney – Law office of Ruthann P. Lacey, P.C.

**The Power of Universal Design**
Thursday November 1, 2012
12-1:30 PM
Dobbs University Center
Winship Ballroom
Facilitator: Jon Sanford, M. Arch., Director, Center for Assistive Technology and Environmental Access/Adjunct Associate Professor of Architecture, Georgia Institute of Technology

**Legal Issues Surrounding Death and Incapacity: Wills, Trusts & Powers of Attorney**
November 8, 2012
12-1:30 PM
Dobbs University Center
Harland Cinema
Facilitator:  Heather Durham-Nadler, Certified Elder Law Attorney – Law office of Ruthann P. Lacey, P.C.

Workshops are free and open to all Emory employees and their guests. Employee login and password are required for registration. Seating is limited and registration is strongly suggested.

For workshop descriptions and to register go to WorkLife Workshops or click on the title above. Please contact Audrey Adelson at (404) 727-1261 if you have questions about the workshop series for caregivers.

Submitted by Audrey Adelson, MSW, WLCP
SOM Service (cont’)

many people you would like to sponsor. If you don’t care about age, just indicate the number in “Give me any age” category. I will do my best to match you with your preference and will contact you if I can’t give you an exact match.

https://www.surveymonkey.com/s/SOMWINTERSERVICEPROJECT

The wish lists will be here in late October and items will be due to SOM 455 on Thursday, November 29. Details will be disseminated with the wish lists.

If you have questions, please contact Rachelle Lehner.

Computer Training Opportunity

[PLEASE NOTE THIS IS NOT SPONSORED BY THE SCHOOL OF MEDICINE—PLEASE DIRECT ALL QUESTIONS TO THE CONTACT AT THE END OF THE ARTICLE]

We'd like to extend an invitation to the inaugural Lynda.com Working Group at the Digital Scholarship Commons. Emory subscribes to Lynda.com, a video learning service for a wide range of software. Each month, we'll be meeting at 5:15pm on Thursdays to work through a different piece of software over coffee and snacks.

♦ For October, we'll spend three sessions focusing on Microsoft Excel for research and data management. Beyond creating the occasional table or chart, Excel is a powerful tool for storing, managing, and digesting your data. We'll be covering aspects of Excel that are particularly useful for humanists and social scientists:

♦ Part I: Managing and Analyzing Data in Excel, Thursday, October 11, 5:15pm - 6:45pm Part II: Using Excel as a Database, Thursday, October 18, 5:15pm - 6:45pm Part III: Formulas, Charts, and Pivot Tables, Thursday, October 25, 5:15pm - 6:45pm

♦ Graduate students, undergraduates, faculty and staff are welcome. Meetings will take place in the Conference Room inside the Research Commons (3rd floor of Woodruff Library). Ideally, we'd like for you to attend all three meetings. However, you can always catch up on your own if you can't make them all. If you'd like to join us, RSVP.

♦ PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO SARITA ALAMI AT: salami@emory.edu

HR Learning Services

Applications and additional information is available at www.learningservices.emory.edu for the following programs:

♦ Manager Development
♦ Supervisor Development
♦ Administrative Professionals
♦ Mentor Emory

Applications are due Friday, Nov. 2!