



Ask SSG

Next Issue:
December 22nd

Since 1952 Service, Diversity, & Vision

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September - October 2005

Back Injuries

SSG Human Resource Department

Jokes about nagging back pain get stand-up comedians a lot of laughs, but back strains and sprains are not at all funny, nor should they be an unavoidable curse to anyone.

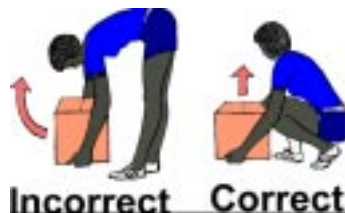
Back injuries suffered in California's workplaces last year ran up a bill of millions of dollars. Those disabling back injuries were no laughing matter for the workers who lost time from work or from their personal activities. The sad truth is that most of the pain and lost time could have been prevented if workers had been more aware of how their backs function and how to safely lift bulky or heavy loads.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it is forced to perform activities it was not designed to do.

One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. The unsupported back cannot operate like a derrick or a crane boom. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. The back can be damaged quickly but can take a long time to heal. So workers should be encouraged to do their lifting with good sense and a little extra help from a co-worker or mechanical aid.

Workers should learn to squat over the item to be lifted, and face it squarely. In this position, the back gets added lifting strength and power from the legs and arms. Teach workers to tilt the item on edge with its long axis straight up so the center of the weight is as high as possible above the ground. Next, the worker should move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close in. In this position, the worker is ready to lift. Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the worker may then grasp the load with both arms and slowly stand up with it.

A good way to help workers learn the right from the wrong way to lift, is to have them practice lifting correctly a few times. They will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, over time, cause injury and pain and then no one will be laughing.



J.C. Sunm, Director of Finance, Retires



J. C. Sunm

J.C. Sunm, the SSG Director of Finance since 2000, has retired from the agency.

In his brief career here at SSG his work has been exceptional and his accomplishments many. He provided critical leadership to the agency in the fiscal management arena and his impact will be felt for many years to come. As a testament to his leadership, outside auditors typically

view our fiscal operations as highly competent and often remark that it is a model for other non-profit organizations. The SSG Board of Directors, executive staff, program directors and staff all wish J.C. contentment in his retirement and would like to express our gratitude for a job well done.



Treatment for Work Injuries

SSG Human Resource Department

Q *Am I able to pre-designate a personal physician to treat a work injury?*

A *Yes, provided that you have pre-designated the doctor before your work-related injury or illness. To pre-designate your doctor, you must submit completed SSG form #329 (see enclosure) to the HR Department, 605 W. Olympic Blvd., Suite 600, Los Angeles, CA 90015. Make sure the form has been signed by your doctor.*

If you do not pre-designate a doctor, SSG will arrange your initial treatment with a physician within the Workers' Compensation Insurance Medical Provider Network (MPN). After this initial treatment, you will be able to choose your physician **within the MPN**.

For further information call the HR Department at (213) 553-1892.

**Special Statewide Election
November 8, 2005**



PLEASE RECYCLE

PROGRAM NEWS & HIGHLIGHTS

Asian Pacific AIDS Intervention Team

APAIT hosted another successful annual *Quest for the Cover Pageant* on Saturday, September 10, 2005, at the El Rey Theater in Los Angeles. Attended by well over 400 members of the community, Quest is an advocacy pageant whose goals are to empower the male-to-female transgender community with information on HIV transmission and prevention; provide positive role models and a sense of community to counteract the stigma that leads to low self-esteem and high-risk behaviors among this population; train transgender advocates and role models on issues of HIV; and disseminate information regarding APAIT services into the community. Sabel Samone of Children's Hospital Los Angeles was crowned the 4th Miss Quest at the event.

Quest 2005 was presented by Asian Pacific AIDS Intervention Team in collaboration with the International Foundation on Gender Education's publication - Transgender Tapestry, and sponsored by The California Endowment, the County of Los Angeles, Department of Health Services-Public Health, Office of AIDS Programs and Policy, and Red Dragon. Candidates were sponsored by community and AIDS service organizations providing services to transgender individuals. This year's generous candidate sponsors are the Asian Pacific Islander American Health Forum (San Francisco), Bienestar Human Services, The Center Orange County, The Imperial Court, Minority AIDS Project, Outside In of Portland, Oregon, Unique Women's Coalition, and the Whittier Rio Hondo AIDS Project.



APAIT

SEEKING INDEPENDENT CONTRACTOR
MENTAL HEALTH CLINICAL SUPERVISOR CONSULTANT

15 hours/week

Provide clinical supervision to case management, psychosocial and mental health services staff.

Need clinical license: MSW, LCSW, Psychology or Psychiatry Doctorate and advanced knowledge of HIV/AIDS and related issues.

Submit Resume to: Tim Young, Director of Programs and Operations

Fax: 213 553-1833 E-mail: timy@apaitonline.org

Occupational Therapy Training Program - LA

On September 29, 2005, with scorching 95° heat, OTTP's team of dedicated staff headed to Knott's Berry Farm for their *5th Annual Staff Appreciation Day Celebration*. Their mission: to spend a fun-filled day with their colleagues celebrating each other, their hard work and continued commitment to working with at-risk youth. Some of the highlights of the day included: teambuilding and competing for the Team Spirit Award, the staff luncheon complete with Knotts' famous fried chicken; raffle prizes & Bingo; roller-coaster-riding; funnel cake; and the Team Spirit Award goes to...Team Linus! Thanks to the Appreciation Day Committee for volunteering their time to organize the events and provide a fun-filled day!



Older Adults Program

REACH Conference recognized by American Cancer Society

David Yim, Program Director of the Older Adults Program (OAP), accepted the *2005 Partnership Award* on behalf of the *2004 REACH 2010 Conference* at the American Cancer Society South and Central Los Angeles Regional Offices Annual Recognition Dinner. The Conference - organized by several REACH 2010 Grantees in California and chaired last year by OAP - brings together community advocates and leaders seeking to eliminate health disparities in ethnic minority communities. The American Cancer Society recognized the Conference for leadership in creating partnerships to fight cancer in ethnic minority communities. SSG program PALS for Health and affiliate Orange County Asian Pacific Islander Community Alliance (OCAPICA) also helped organize the event.

Look for a save the date card for the 2006 conference

NEWS & HIGHLIGHTS

PALS for Health

Thanks to overwhelming support from our community partners, the PALS for Health fundraiser at Yazmin Malaysian Restaurant on September 19th was a tremendous success! The restaurant was filled to capacity by 7 PM and restaurant wait staff buzzed around like busy bees answering questions, taking orders and delivering hot dishes of multiethnic Southeast Asian cuisine. On top of private donations to PALS for Health from individuals, Yazmin Restaurant's owners Bob and Margaret donated a generous 30 percent (twice of what was promised) of the entire evening's earnings to PALS for Health. Thank you everyone for supporting the event!



West Blvd. Child Development Center will be closed from December 26 - January 9, 2006 for a holiday break.

Human Resources Information

SSG BEREAVEMENT POLICY IS UPDATED

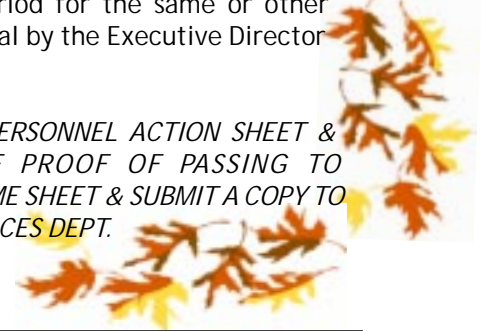
Special leave with pay may be allowed to regular employees for personal contingencies such as death. Up to five (5) days per fiscal year shall constitute the maximum period of paid leave under 'Bereavement Leave.' The number of paid bereavement leave days at any one time must be approved by the Program Director. Regular full-time employees will be eligible to receive eight (8) hours maximum of pay per day. Part-time staff employed 50% time or more will be entitled to proportionate paid leave.

Introductory or temporary employees and staff employed less than 50% time of FTE (20 hours per week) are not entitled to paid leave. Ineligible employees may request leave without pay.

Proof of passing (such as, but not limited to program/booklet, copy of eulogy, obituary or death certificate) MUST be attached to applicable time sheet in order for staff to receive bereavement pay.

Bereavement leave of absence without pay may be granted for an extended period for the same or other reasons upon approval by the Executive Director or Program Director.

USE FORM # 101, PERSONNEL ACTION SHEET & ATTACH COPY OF PROOF OF PASSING TO CORRESPONDING TIME SHEET & SUBMIT A COPY TO THE HUMAN RESOURCES DEPT.



Faith In Communities

The Los Angeles AI-Impics took place on Saturday, September 17, 2005. This year's event included a variety of activities including tournament style basketball & volleyball; track and field events; tournament style checkers, backgammon, dominoes, and spades. The fun filled celebration of wellness, recovery and sobriety began with a parade of participating agencies. The Feeling Alive In 2005 AI-Impics hosted more than 2,500 people.

