

**SECTION 1 IDENTIFYING INFORMATION**

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**Position Title: Education Coordinator**

**Supervisor's Title: Education Manager**

**Date: June 2017**

**SECTION 2 POSITION SUMMARY**

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The incumbent will carry out their duties to in accordance with the Alzheimer Society of Manitoba's mission statement and Ends Statements:

The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for tomorrow.

1	<b>All people with dementia experience the best possible quality of life.</b>
2	<b>Families and informal care providers have opportunities, knowledge and support structures to enable them to be effective, confident and empowered caregivers.</b>
3	<b>The public considers dementia a significant public health priority.</b>

The Education Coordinator position is a .8 assignment based at the Provincial Office of the Alzheimer Society of Manitoba in Winnipeg.

The Education Coordinator, reporting to the Education Manager, is responsible for developing, implementing and evaluating education programming for professional groups, the general public and family members.

**SECTION 3 DUTIES AND RESPONSIBILITIES**

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**1. PROFESSIONAL EDUCATION**

**30%**

- Uses a collaborative process to assess the needs of organizations and program participants in order to design and deliver programming appropriate to the needs of participants.
- Plans, delivers and evaluates the educational programs delivered to target markets such as pre-service professionals, certified and registered professionals and community service providers working within the continuum of care and in support of people with dementia and their care partners.
- Assists in the development, delivery and evaluation of the annual Dementia Care Conference.
- Acts as a resource to health care providers requesting information about educational programming or materials.

**2. PUBLIC AWARENESS**

**30%**

- Works with community organizations to disseminate information about the warning signs of dementia. Promotes awareness of the importance of early diagnosis.
- Works with community organizations to create opportunities to deliver presentations about the principles of risk reduction, brain health and dementia.
- Promotes Alzheimer Society programs and services
- Develops and implements strategies to increase awareness of dementia amongst ethno-cultural groups.
- Promotes the creation of dementia friendly communities in all interactions.
- Oversees the involvement of the Alzheimer Society at health fairs and other community informational events through displays.
- Evaluates and reports outcomes of public awareness initiatives.

**3. INDIVIDUAL AND FAMILY EDUCATION – 20%**

- Works collaboratively with the Education Manager and First Link® - Client Support staff and other program team members to plan, develop, deliver and evaluate a variety of education programs i.e. the monthly family education series within Winnipeg, Telehealth to rural communities.
- Assists in the development, delivery and evaluation of the Care4u family conference.
- Prepares submissions for the Caregiver E-newsletter monthly.

**4. EDUCATIONAL RESOURCES - 10%**

- Develops and reviews provincial fact sheets.
- Oversees the maintenance of the print materials inventory.
- Serves as a resource to Regional Coordinators regarding educational programs.

**5. OTHER - 10%**

- Works with other departments to implement volunteer education.
- Serves as a back up to First Link® - Client Support staff as needed.
- Participates as a member of the Alzheimer Society Program team.
- Maintains statistical records of all educational programs.
- Participates in provincial Program planning.
- Works collaboratively with all other Alzheimer Society team members.

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**SECTION 4 SUPERVISION EXERCISED**

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The Education Coordinator exercises leadership and supervision of volunteers that assist in the delivery of education programming.

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**SECTION 5 POSITION REQUIREMENTS**

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**FORMAL EDUCATION**

- Education in the field of health or social services.

**WORK EXPERIENCE**

- Minimum of 3 years' experience in the field of dementia care, resource development and adult education.

**WORKING LEVEL QUALIFICATIONS:**

- Demonstrates knowledge of the needs of older Manitobans and the family members and friends who support them.
- Demonstrates the skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Excellent interpersonal, verbal and written skills.
- Demonstrated teamwork skills.
- Demonstrated ability to work independently.
- Proficient in the use of the Microsoft Office Suite.
- Able to travel to throughout the Winnipeg region.

**Alzheimer Society of Manitoba  
JOB DESCRIPTION – June 2017**

**To Apply:**

Applicants must include a cover letter which clearly states how they meet the requirements and qualifications for the position and a resume. Applications will be accepted up to **Monday, September 18, 2017** and can be sent:

**By Email to:**

Jennifer Licardo,  
Education Manager  
[alzeducation@alzheimer.mb.ca](mailto:alzeducation@alzheimer.mb.ca) with **Education Coordinator** in the subject line

**By Mail or in Person to:**

Jennifer Licardo,  
Education Manager  
Alzheimer Society of Manitoba  
10-120 Donald St.  
Winnipeg, MB R3C 4G2

**By Fax to:**

Jennifer Licardo,  
Education Manager  
(204) 942-5408

Thank you to all interested applicants; however, only those under consideration will be contacted.

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