

ALZHEIMER SOCIETY OF MANITOBA JOB DESCRIPTION

SECTION 1 IDENTIFYING INFORMATION

Position Title
Minds in Motion Project Manager

Supervisor's Title
Program Director

Date: November 2017

SECTION 2 POSITION SUMMARY

The incumbent will carry out his or her 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	All people with dementia experience the best possible quality of life.
2	Families and informal care providers have opportunities, knowledge and support structures to enable them to be effective, confident and empowered caregivers.
3	The public considers dementia a significant public health priority.

The Minds in Motion Manager position is provincial in scope (.8 EFT) and is based at the Alzheimer Society of Manitoba Provincial Office, Winnipeg.

Minds in Motion:

- Supports people with early to moderate symptoms of dementia to function at their best individually, as part of a larger group and within their family or social network through holistic interventions that unite care recipients with caregivers (when possible) within community, resulting in greater community inclusion.
- Provides opportunity for people with early to moderate symptoms of dementia, along with a family member, friend (or a community support person when appropriate) to participate in social activities that stimulate physical and mental abilities, optimizing the participant's highest brain function.

The Minds in Motion Manager will accomplish the following goals by utilizing community development strategies, liaising with community partners and by developing projects and programs for implementation in Winnipeg. The incumbent will foster the accomplishment of the project goals throughout Manitoba in cooperation with the Alzheimer Society Regional Coordinators and community partners.

The goals of the Minds in Motion program are:

- To provide a therapeutic opportunity for people with early to moderate symptoms of dementia, along with a family member, friend or a community support person enabling them to experience the benefits of active living and community inclusion.
- To provide people with dementia opportunities to maximize their abilities and engage in experiences that meet their needs through adaptations to language, approach and activity.
- To provide care partners with opportunities to learn about therapeutic engagement techniques that will assist them to re-engage in their primary role (family member or friend) with the person they are supporting.
- To collaborate with community organizations that support the philosophy of the program and are able to provide additional resources necessary for program implementation.
- To create a program template for community organizations interested in delivering the Minds in Motion® program.
- To inform community organizations and health/wellness facilities of the opportunities that a Minds in Motion® program offers and the criteria for using the Minds in Motion® name and program template.
- To promote the concept of dementia friendly recreational programming in communities.

SECTION 3 DUTIES AND RESPONSIBILITIES

- 1. Project Planning & Implementation** **40%**
 - Consult with prospective **new program sites**; liaise with community stakeholders; develop budgets for new programs; assist with funding applications, purchase of program kit supplies and program promotion; lead and mentor the community team as they implement the program.
 - Lead and manage programming at 4-6 sites per program season.
 - Liaise with **returning host sites**, lead facilitators and volunteers to implement the program.
 - Communicate with community stakeholders to promote the program and to foster ongoing relationships.
 - Visit sites to monitor program activity, to support program staff and to train staff and volunteers on new resources.
 - Evaluate program outcomes.

- 2. Staff Training and Development** **20%**
 - Recruit, train and develop the program team.
 - Plan and carry out an annual training day for staff, volunteers, fitness leaders and therapists.

- 3. Program Development** **20%**
 - Develop or source new games and activities and prepare supporting resources.
 - Manage inventory of program resources.
 - Develop, monitor and update the project resource manual.

- 4. Administration** **20%**
 - Prepare sessional program plans.
 - Prepare annual plans and reports.
 - Prepare applications for funding and follow-up reports for funders as appropriate.
 - Participate in project budget development.
 - Monitor the program budget and work with Administration staff to carry out financial responsibilities including inventory management and accounts receivable and payable
 - Collaborate with site hosts and Communications and Program departments to develop and carry out a marketing/promotion strategy.
 - Assist regional programs in securing program resources.
 - Refer program users to the Program team for support as appropriate.

SECTION 4 SUPERVISION EXERCISED

The Minds in Motion Manager directly supervises:

- Project team inclusive of contracted staff, fitness leaders, site facilitators, volunteers, and therapists.

SECTION 5 POSITION REQUIRMENTS

Formal Education

- A certificate in Therapeutic Recreation for Older Adults or degree in recreation studies or an equivalent combination of education and experience.
- Provincial or national accreditation in fitness, preferably in exercise to music or active older adult programming.

Work Experience

- A minimum of 5 years' experience in community based recreation programming.
- Experience working with older adults in program settings.
- Experience in program design.
- Experience recruiting and directing volunteers.

Working Level Qualifications

- Demonstrated knowledge of the needs of older Manitobans and the family members and friends who support them.
- Demonstrated understanding of the health issues of older adults.
- Demonstrated skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Demonstrated skills in community liaison and advocacy.
- Demonstrated skills in leading volunteers, including recruitment, training and development, mentoring and performance evaluation.
- Excellent interpersonal, verbal and written skills.
- Demonstrated skills in administration including budgeting and reporting.
- Demonstrated ability to work independently with minimal supervision.
- Proficient in the use of the Office Suite.
- Holds a valid driver's license and able to travel to throughout the Winnipeg region and Manitoba.

To Apply:

Applicants must include a cover letter which clearly states how they meet the requirements and qualifications for the position and a resume.

By Email to:

Norma Kirkby,
Program Director
nkirkby@alzheimer.mb.ca with **Minds in Motion Manager** in the subject line

By Mail or in Person to:

Norma Kirkby
Program Director
Alzheimer Society of Manitoba
10-120 Donald St.
Winnipeg, MB R3C 4G2

By Fax to:

Norma Kirkby
Program Director
(204) 942-5408

This competition remains open until the position is filled. Thank you to all interested applicants; however, only those under consideration will be contacted.