

ALZHEIMER MANITOBA JOB DESCRIPTION

SECTION 1 IDENTIFYING INFORMATION

Position Title:
South Eastman Region Coordinator (.7)

Supervisor's Title:
Senior Manager Regional Services

Date: February 2019

SECTION 2 POSITION SUMMARY

The incumbent will carry out his or her duties 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	People with dementia and their care partners have a voice.
2	People with dementia feel safe, accepted, respected and supported to thrive throughout their journey.
3	Care partners have meaningful support when they need it.
4	Manitobans actively engage with people with dementia and welcome them into all aspects of community life.

Acting as an ambassador for the Alzheimer Society of Manitoba, and reporting to the Senior Manager, Regional Services the South Eastman Regional Coordinator is responsible for the coordination and delivery of information, support and education to people with dementia and their caregivers, public awareness and fund raising programs in the South Eastman region.

SECTION 3 DUTIES AND REPONSIBILITIES

1. CLIENT SERVICES

- Responsible for the delivery of client services in the South Eastman region.
- Promotes the First Link® Referral program to physicians, health-care professionals and community organizations working with individuals and families affected by dementia.
- Responds to individual, family support and information needs and provides follow-up as required.
- Leads and coordinates support groups for individuals with dementia and support groups for caregivers.
- Maintains confidential client files and contact records as appropriate.
- Refers caregivers to community resources for services not provided by the Alzheimer Society.
- Provides monthly follow-up and support to volunteer facilitators of regional support and education groups.

2. EDUCATION/AWARENESS

- Works with Provincial Program Staff to ensure programs are carried out in the South Eastman region.
- Delivers client, professional and lay education programs throughout the region.
- Responsible for the coordination of awareness presentations and display requests, including display volunteer recruitment and scheduling.
- Works within the annual regional budget to deliver programs and services.
- Networks with community agencies throughout the region.
- Utilizes evaluation/assessment tools to monitor and review educational programs.

3. FUND DEVELOPMENT

- Delivers provincial fund development initiatives.
- Supports and helps to develop local fundraising initiatives.
- Serves as community liaison for special event volunteers.
- Identifies and seeks out appropriate grant/sponsorship opportunities in region.

4. GENERAL DUTIES

- Completes and submits accurate statistical records and narrative reports of First Link® activity, client contacts, support groups and program activities to the Senior Manager, Regional Services and other Alzheimer Society staff as directed.
- Participates in Provincial Program planning and education opportunities as scheduled by the Senior Manager, Regional Services, providing input and information regarding regional program planning and activities.

SECTION 4 SUPERVISION EXERCISED

The South Eastman Region Coordinator provides supervision to program and client service volunteers during their assignments. This includes recruitment, training, coordination, recognition and on-going performance appraisals where appropriate.

SECTION 5 POSITION REQUIREMENTS

FORMAL EDUCATION

- Post secondary education in a social services field

WORK EXPERIENCE

- 2-4 years in a related profession

WORKING LEVEL QUALIFICATIONS

- Knowledge of dementia and the care and support of people with dementia and their caregivers
- Demonstrated program coordination and management skills
- Demonstrated oral and written communication skills
- Demonstrated interpersonal skills
- Experience in word processing and computer systems required
- Commitment to confidentiality policies
- Knowledge of the Alzheimer Society of Manitoba mission

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:

Liz McLeod

Senior Manager, Regional Services

lmcleod@alzheimer.mb.ca with **South Eastman Regional Coordinator** in the subject line

By Mail or in Person to:

Liz McLeod

Senior Manager, Regional Services

Alzheimer Society of Manitoba

Unit 4B 427-9th Street

Brandon, MB R7A 1K2

By Fax to:

Liz McLeod

Senior Manager, Regional Services

(204) 726-1082

This competition closes February 25, 2019. Thank you to all interested applicants; however, only those under consideration will be contacted.