

ALZHEIMER SOCIETY OF MANITOBA

POSITION DESCRIPTION

SECTION 1 IDENTIFYING INFORMATION

Position Title:
Parkland Region Coordinator

Supervisor's Title:
Senior Manager, Regional Services

Date: January 2020

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 Parkland Regional Coordinator is responsible for the coordination and delivery of support and education to people with dementia and their families. The Regional Coordinator works to raise public awareness of dementia and reduce stigma associated with this diagnosis, and coordinates fund-raising programs in the Parkland region.

SECTION 3 DUTIES AND RESPONSIBILITIES

1. CLIENT SERVICES

- Responsible for the delivery of client services in the Parkland 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 clients and families 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 Parkland region.
- Delivers client, professional and public education programs throughout the region.
- Responsible for the coordination of awareness presentations and display requests.
- Works within the annual regional budget to deliver programs and services.
- Networks with community partners throughout the region.
- Utilizes evaluation/assessment tools to monitor and review educational programs.

3. FUND DEVELOPMENT

- Works with Events Manager at Provincial Office to organize one community fund raising Walk event annually in Region.
- Works with Events Manager at Provincial Office to engage with and support third party event organizers to hold their own fund-raising Walks in Region.
- Coordinates all other inquiries and requests related to fund raising with Director of Development at Provincial Office.
- Participates in stewardship of donors as requested, in coordination with Director of Development at Provincial Office.

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, providing input and information regarding regional program planning and activities.

SECTION 4	SUPERVISION EXERCISED
------------------	------------------------------

The Parkland Regional 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
- Knowledge of community resources in the region
- 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