
SECTION 1 IDENTIFYING INFORMATION

Position Title: Education Coordinator

Supervisor's Title: Education Manager

Date: January 2021

SECTION 2 POSITION SUMMARY

The incumbent will carry out their 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 the future.

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.

The Education Coordinator is a full-time position based at the Provincial Office of the Alzheimer Society of Manitoba in Winnipeg.

The Education Coordinator, reporting to the Education Manager, is responsible for implementing and evaluating education programming for family caregivers, healthcare and community service providers, and the general public.

SECTION 3 DUTIES AND RESPONSIBILITIES

1. FAMILY CAREGIVER EDUCATION 30%

- Work collaboratively with the Education Manager and the program team in planning annual education programs i.e. Living with Dementia: First Steps workshops, Family Education: Next Steps series, Facebook Live mini-sessions.
- Deliver and evaluate the education programs planned in each calendar year.
- Assist in the development, delivery and evaluation of the annual Care4u family conference.
- Prepare submissions for the monthly e-news and print newsletter (caregiving tips, research articles, Ask an Expert).

2. PROFESSIONAL EDUCATION

25%

- Work collaboratively with Education Manger in planning education programs for target audiences such as healthcare and community service providers (both regulated and non-regulated) working in long term care, acute care or community settings
- Liaise with stakeholders, deliver and evaluate the education programs planned for each calendar year, including pre-scheduled Dementia Care Education in partnership with regional health authorities.
- Plan, deliver and evaluate educational programs delivered to students in post-secondary healthcare or service delivery programs.
- Assist in the development, delivery and evaluation of the annual Dementia Care Conference.
- Act as a resource to health care providers requesting information about educational programming or materials.

3. PUBLIC AWARENESS

25%

- Plan, develop, deliver and evaluate education programs to promote awareness of dementia, brain health and dementia friendly communities.
- Work collaboratively with Community Partnership Manager in training community program facilitators and volunteers.
- Promote Alzheimer Society programs and services.
- Oversee the involvement of the Alzheimer Society at public events and networking opportunities.

4. EDUCATIONAL RESOURCES - 10%

- Work collaboratively with Client Support Team in the development of new and update of existing factsheets.
- Oversee the maintenance of online and print materials inventory in collaboration with Communications and Administration team.
- Serve as a resource to Regional Coordinators regarding educational programs and resources.

5. OTHER - 10%

- Maintain statistical records of all educational programs.
- Coordinate Touch Quilt program.
- Work with other departments to implement volunteer education.
- Participate as a member of the Alzheimer Society Program team.
- Participate in provincial Program planning.
- Work collaboratively with all other Alzheimer Society team members.

SECTION 4 SUPERVISION EXERCISED

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

SECTION 5 POSITION REQUIREMENTS

FORMAL EDUCATION

- Education in the field of health, social services or communications.

WORK EXPERIENCE

- Minimum of 3 years' experience in program development, delivery, outreach and adult education.
- Experience in dementia care an asset.

WORKING LEVEL QUALIFICATIONS:

- Excellent interpersonal, verbal and written communication skills.
- Demonstrates the skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Demonstrated teamwork skills.
- Demonstrates knowledge of the needs of older Manitobans and the family members and friends who support them.
- Demonstrated ability to work independently.
- Proficient in the use of online or virtual platforms for presentations, webinars and other training.
- Proficient in the use of the Microsoft Office Suite.
- Able to travel to throughout Manitoba.

To Apply:

Applicants must send a resume which includes a cover letter which clearly states how they meet the requirements and qualifications for the position. Applications will be accepted up to **Monday, January 18**.

Send application by e-mail, with subject line Education Coordinator, to:

Jennifer Licardo,
Education Manager
alzeducation@alzheimer.mb.ca

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