

## JOB DESCRIPTION

## SECTION 1 IDENTIFYING INFORMATION

Position Title

**Dementia Friendly Program Manager**  
**FULL TIME 1.0**

Supervisor's Title

**Program Director**

Date: June 2022

## SECTION 2 POSITION SUMMARY

The Dementia Friendly Program Manager is responsible for the management of dementia friendly programming in Manitoba, including through the administration and promotion of the Minds in Motion program and partnerships, the development of community partnered programming, and facilitating dementia-friendly capacity building within organizations across Manitoba. This includes the recruitment and training of program volunteers, delivery of programs, and the provision of community-based dementia information and training resources. Utilizing development strategies, liaising with community partners and develop projects and programs for implementation in Winnipeg.

The Dementia Friendly Program Manager will foster relationships with community partners throughout Manitoba in cooperation with the Alzheimer Society Regional Coordinators 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.

<b>1</b>	<b>People with dementia and their care partners have a voice</b>
<b>2</b>	<b>People with dementia feel safe, accepted, respected and supported to thrive throughout their journey</b>
<b>3</b>	<b>Care partners have meaningful support when they need it</b>

## SECTION 3 DUTIES AND RESPONSIBILITIES

**1. Project Planning & Implementation:****40%**

- Consult with prospective new program partnerships; liaise with community stakeholders; develop budgets for new programs; assist with funding application, purchase of program kit supplies and program promotion; lead and mentor the community team as they implement the program
- Liaise with returning partnerships, host sites, lead facilitators and volunteers
- Communicate with community stakeholders to promote the program and to foster ongoing relationships
- Promote opportunities and deliver dementia-friendly community training to community organizations, businesses and other groups, outside the scope of formal partners delivering direct programming. Frequently monitor all programming sites for quality control and offer support to contract facilitators, volunteers, fitness leaders, and program leaders and community partners.
- Track and evaluate program outcomes

**2. Program Development:****20%**

- Provide a therapeutic opportunity for people with early to moderate stages of dementia, along with a care partner enabling them to experience the benefits of active and social living with community inclusion

- Develop or source new activities and prepare supporting resources for all community programs
- Manage inventory of program resources
- Develop, monitor and update program manuals, templates and outlines
- Collaborate with community organizations and health/wellness facilities of the opportunities to partner with Alzheimer Society of Manitoba’s Dementia Friendly Community programs.

**3. Public Education** **20%**

- Plan, promote, deliver and evaluate dementia-friendly community information and training sessions aimed at increasing skills and confidence in people to support someone with dementia who may be using their services.
- Connect with the Education Manager to ensure new dementia-friendly community tools are being integrated into all education programs.
- Represent Manitoba on the National Dementia-Friendly Canada project.

**4. Staff Training and Development:** **10%**

- Supervise contract staff and volunteers.
- Recruit, train and develop program teams
- Plan and carry out an annual training day for staff, volunteers, fitness leaders and therapists
- Plan in association with community program partners, annual training for their staff and volunteers

**5. Administration:** **10%**

- 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 the community partners, Communications and Program departments to develop and carry out a marketing/promotion strategy
- Assist and support regional staff with programming resources

**SECTION 4 SUPERVISION EXERCISED**

The Dementia Friendly Program Manager directly supervises program teams inclusive of contracted staff, fitness leaders, site facilitators, volunteers and therapists.

**SECTION 5 POSITION REQUIREMENTS**

**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 is an asset.

**Work Experience**

- A minimum of five 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
- Demonstrates 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' license and able to travel throughout the Winnipeg region and Manitoba

### **How to Apply**

Please send your cover letter and resume, clearly outlining your qualifications by Friday, July 22<sup>nd</sup> to:

Erin Crawford  
Program Director  
Alzheimer Society of Manitoba  
10-120 Donald Street, Winnipeg, MB R3C 4G2  
[ecrawford@alzheimer.mb.ca](mailto:ecrawford@alzheimer.mb.ca)

We invite all qualified applicants from a diverse background to apply. There will be reasonable accommodations made for those living with disabilities.

We thank everyone for applying, but only those considered for an interview will be contacted.