

SECTION 1 IDENTIFYING INFORMATION

Position Title

Dementia-Friendly Community Coordinator

Supervisor's Title

**Dementia-Friendly
Community Program Manager**

FULL TIME 1.0

Date: July 2023

SECTION 2 POSITION SUMMARY

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

The Dementia-Friendly Community Coordinator, reporting to the Dementia-Friendly Community Program Manager, is responsible for implementing and evaluating 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.

The Dementia-Friendly Community Coordinator will foster relationships with community partners throughout Manitoba in cooperation with the Dementia-Friendly Community Program Manager 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 living with dementia and their care partners have a voice.
2	People living with dementia feel safe, accepted, respected and supported to experience their highest quality of life throughout their entire journey.
3	Care partners have meaningful support when they need it.
4	Manitobans actively engage with people living with dementia and welcome them into all aspects of community life.
5	Manitobans understand and engage in brain health strategies to reduce their risk of dementia.

SECTION 3 DUTIES AND RESPONSIBILITIES

1. Program Planning & Implementation:

25%

- Work collaboratively with the Dementia-Friendly Community Program Manager to consult with prospective new program partnerships; liaise with community stakeholders; purchase of program kit supplies and program promotion; support 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 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 volunteers, fitness leaders, as well as community partner program leaders.
- Support Regional Coordinators in the planning and delivery of the Minds in Motion® program.
- Track and evaluate program outcomes.

2. Program Development:

40%

- Work collaboratively with the Dementia-Friendly Community Program Manager to provide opportunities 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.
- Work with the Dementia-Friendly Community Program Manager to develop, monitor and update program manuals, templates and outlines.
- Liaise with returning host sites, lead facilitators, fitness instructors, and volunteers to implement the Minds in Motion® program.
- Communicate with community stakeholders to promote the Minds in Motion® program and foster ongoing relationships.
- Collaborate with community organizations and health/wellness facilities about opportunities to partner with Alzheimer Society of Manitoba's Dementia-Friendly Community programs.
- Visit program sites to monitor program activity, support program staff, and provide ongoing training to volunteers.
- Prepare sessional program plans.
- Evaluate program outcomes.
- Collect annual program statistics.
- Working with the Dementia-Friendly Community Program Manager, plan and carry out an annual Minds in Motion® training day for staff, volunteers, and fitness leaders.
- Prepare sessional Minds in Motion® program plans and liaise with Program Facilitators to ensure inventory needs are met.
- Collaborate with the community partners, Communications and Program departments to develop and carry out a marketing/promotion strategy.

3. Public Education

15%

- Deliver and evaluate dementia-friendly community information and training sessions.
- Work collaboratively with the Dementia-Friendly Community Program Manager to ensure new dementia-friendly community tools are being integrated into all education programs.
- Assist in Family and Professional Education sessions when required.

4. Staff Training and Development:

10%

- Supervise volunteers.
- Working collaboratively with the Dementia-Friendly Community Program Manager to recruit, train and develop program teams.
- Assist in the planning and delivery of the annual training day for staff, volunteers and fitness leaders.

5. Administration:

10%

- Track and provide program data in support of annual plans and reports.
- Submit expense reports monthly.

SECTION 4 SUPERVISION EXERCISED

Under the support and supervision of the Dementia-Friendly Community Program Manager, the Dementia-Friendly Community Coordinator exercises leadership and supervision of contracted staff, fitness leaders, site facilitators, volunteers and therapists that assist in the delivery of community programming.

SECTION 5 POSITION REQUIREMENTS

Formal Education

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

Work Experience

- A minimum of three years' experience in community-based recreation programming.
- Experience working with older adults in program settings.
- Experience in program design.
- Experience recruiting and directing volunteers and seasonal instructors.
- Experience with public speaking and presentations.

Working Level Qualifications

- Demonstrates the skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Demonstrates skills in community building.
- Demonstrated skills in leading volunteers, including recruitment, training and development, mentoring and performance evaluation.
- Excellent interpersonal, verbal and written skills.
- Demonstrates knowledge of the needs of older Manitobans.
- Demonstrated skills in administration, including budget tracking and reporting.
- Demonstrated ability to work independently.
- Proficient in the use of the Office Suite.
- Proficient in the use of online or virtual platforms for presentations, webinars and other training.
- Holds a valid driver' license and able to travel throughout the Winnipeg region and Manitoba.

To Apply:

Applicants must send a resume that includes a cover letter which clearly states how they meet the requirements and qualifications of the position. Applications will be accepted up to Friday, August 4, 2023.

Send application by e-mail, with subject line Dementia-Friendly Community Coordinator, to:

Nicole McDonald
Dementia-Friendly Community Program Manager
nmcDonald@alzheimer.mb.ca