

**ALZHEIMER SOCIETY OF MANITOBA  
POSITION DESCRIPTION**

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**SECTION 1 IDENTIFYING INFORMATION**

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Position Title: South Eastman Regional Coordinator (0.8 EFT)      Supervisor’s Title: First Link Regional Team Lead  
Date: April 2024

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**SECTION 2 POSITION SUMMARY**

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The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for tomorrow.

The South Eastman Regional Coordinator, reporting to the First Link Regional Team Lead, is responsible for providing support services, education, and promotion in accordance with the Alzheimer Society of Manitoba’s Mission and Ends Statements:

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.

Acting as an ambassador for the Alzheimer Society of Manitoba (ASM) and reporting to the First Link Regional Team Lead, the South Eastman Regional Coordinator (0.8 EFT) is responsible for the coordination and delivery of support and education to people living with dementia and their families. The Regional Coordinator works to raise public awareness of dementia and reduce stigma associated with this diagnosis in the South Eastman region.

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**SECTION 3 DUTIES AND REPONSIBILITIES**

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- 1. CLIENT SUPPORT 40%**
- Ensures that individuals with dementia and their families receive person-centred information and support via in-person and virtual interactions, phone, and email communications.
  - Ensures that appropriate resource materials are recommended or distributed following client interactions.
  - Refers clients and community members to the appropriate resources for services not provided by the Alzheimer Society.
  - Maintains confidential electronic files documenting all client interactions and communications exchanged.
  - Responds to enquiries about dementia from families, professional caregivers and the general public.

- Promotes the First Link Client Support program to public and referral sources including physicians, health-care professionals and community organizations working with individuals and families affected by dementia.
- Coordinates and facilitates support groups for persons living with dementia, and support groups for care partners in the South Eastman region, in-person and virtually as necessary.
- Follows relevant policies, procedures and practices as it relates to the provision of client support.

**2. DEMENTIA-FRIENDLY COMMUNITY AND FAMILY EDUCATION/AWARENESS 40%**

- Works with Provincial and South Eastman Office Program Staff to ensure programs are carried out in the South Eastman region.
- Delivers family, 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.
- In coordination with the Alzheimer Society Communications Department, promotes events and programs to appropriate media outlets.
- Working with the Dementia-Friendly Community Senior Manager, coordinates and leads the delivery of the Minds in Motion program in the South Eastman region, including the recruitment, support and supervision of volunteers.
- Utilizes evaluation/assessment tools to monitor and review education programs.

**3. FUND DEVELOPMENT 10%**

- Works with Events Manager at Provincial Office to support the fundraising events planned and delivered throughout the year.
- Participates in stewardship of donors as requested, in coordination with Director of Development at Provincial Office.

**4. GENERAL DUTIES 10%**

- Triage and responds to requests for services and support including phone inquiries, office walk-ins and email requests.
- As South Eastman Regional Coordinator, coordinates with the Director of Finance and Administration to identify and resolve issues related to office administration.
- Completes and submits accurate statistical records and narrative reports of First Link® activity, client contacts, support groups and program activities to the First Link Regional Team Lead Manager 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.
- Other duties as assigned.

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**SECTION 4 SUPERVISION EXERCISED**

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The South Eastman 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.

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**SECTION 5****POSITION REQUIREMENTS**

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**FORMAL EDUCATION**

- Post secondary education in a social service 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 care partners
- Knowledge of community resources in the region
- Demonstrated program coordination and management skills
- Knowledge of, and facility in virtual platforms such as Zoom and/or MS Teams.
- 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
- Physically able to perform the duties and responsibilities of the South Eastman Regional Coordinator

**To Apply:**

Please submit cover letter and resume clearly stating how the requirements are met to:

Samantha Holland

First Link® Regional Team Lead

[alzne@alzheimer.mb.ca](mailto:alzne@alzheimer.mb.ca) with South Eastman Regional Coordinator in the subject line.

**This competition will remain open until the position is filled.**

We thank all those who apply, however, only those selected for further consideration will be contacted.