

**ALZHEIMER SOCIETY OF MANITOBA
POSITION DESCRIPTION**

SECTION 1: IDENTIFYING INFORMATION

Position Title:
**First Link Community Coordinator (1.0 FTE)
Term Position (1 Year)**

Supervisor's Title:
First Link Senior Manager

Date: July 2024

SECTION 2: POSITION SUMMARY

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 First Link Community Coordinator, reporting to the First Link Senior Manager, 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), the First Link Community Coordinator is responsible for the coordination and delivery of support and education to people living with dementia and their families, as well as community networking and connection with diverse community groups.

This is a full-time term position (1.0 FTE). Day and hours of work are Monday through Friday from 8:30 am to 4:30 pm. Occasional evening and weekend work may be required as job duties demand.

SECTION 3: DUTIES AND REPONSIBILITIES

- 1. SUPPORT AND INFORMATION DELIVERY 30%**
- Ensures that individuals living 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.
- Liaises and consults with other community organizations regarding services for and the care of people living with dementia and their families.
- Works with the First Link Client Support team to develop, implement and evaluate procedures and outcomes related to the delivery of support and information.
- 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.
- Assists in the planning and delivery of support groups as required.
- Follows relevant policies, procedures and practices as it relates to the provision of client support.

2. DEMENTIA-FRIENDLY COMMUNITY AND EDUCATION AWARENESS 30%

- Delivers family, professional and public education programs throughout the province to promote awareness of dementia, brain health and dementia friendly communities.
- Ensures said programs are delivered efficiently using in-person, online and/or hybrid formats using appropriate platforms/media.
- Utilizes evaluation and assessment tools to monitor and review education programs, providing feedback and information to the Dementia Friendly Communities Senior Manager.

3. COMMUNITY OUTREACH AND ENGAGEMENT 30%

- Initiates outreach and fosters ongoing connection following direction provided by the First Link Senior Manager and Dementia Friendly Communities Senior Manager to diverse cultural and community groups to increase awareness of dementia.
- Networks with diverse cultural and community groups to create awareness of Alzheimer Society supports and programs available to persons living with dementia and their families, as well as help to identify opportunities for programming development.
- Participates in other networking opportunities as appropriate.

4. GENERAL DUTIES 10%

- Completes and submits accurate statistical records and narrative reports of First Link activity, client contacts, support groups and program activities to the First Link Senior 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.

SECTION 4: SUPERVISION EXERCISED

No supervision exercised.

SECTION 5: POSITION REQUIREMENTS

FORMAL EDUCATION

A degree or certificate in a social sciences or health care discipline.

WORK EXPERIENCE

- Three years of experience working in a social sciences or health care related discipline.
- Experience in maintaining client records via an electronic database.
- Experience in the field of dementia care and family support an asset.
- Experience in providing supportive counseling an asset.
- Experience working in non-profit milieu an asset.

ATTRIBUTES

- Second language is considered an asset.
- Friendly and approachable.
- Excellent organizational and time management skills.
- Exceptional listening and oral/written communication skills.
- Ability to work independently and as a strong team contributor.
- Demonstrated commitment to continuing professional development.
- Sensitivity to the needs of persons living with dementia and their families.
- Demonstrates a strong working knowledge of community resources and supports available to the older adult population.
- Possess an understanding of community networking and establishing connection with a diverse community group. Experience in outreach and community development an asset.
- Demonstrates strong computer skills- Microsoft Office Suite and database file management, as well as online social platforms such as Zoom.

To apply:

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

Jessica Harper

First Link Senior Manager

jharper@alzheimer.mb.ca with **First Link Community Coordinator** in the subject line.

This competition will remain open until the position is filled.

The Alzheimer Society is looking to enhance the diversity of our team and encourages candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

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