Program Facilitator

Job Description

The Minds in Motion® program is a 2-hour program featuring exercise, socialization and mentally stimulating games for people living with early to moderate signs of dementia to enjoy with a family member or friend. The program runs for once a week for 8 weeks and repeats on a seasonal basis – fall, winter, and spring.

The Minds in Motion® Program Facilitator accepts the responsibility to oversee the program delivery, participant experience and volunteer management of the Minds in Motion® program team.
This is a contract position that requires a 3-hour commitment, once per week for eight-weeks.

There are currently 8 Minds in Motion® locations in Winnipeg. The Alzheimer Society of

Manitoba is looking for support at the following locations:

- West Portage YMCA – 3550 Portage Avenue – Tuesdays 12:30-3:30pm – October

    15 to December 3

Responsibilities

- Liaise between the Alzheimer Society of Manitoba, program participants, and program volunteers
- Provide a safe, stigma-free and fun-filled environment for program participants
- Provide emotional support and/or navigational assistance to participants, when needed
- Attend the annual Minds in Motion® development ½ day of training (October of each year)
- Maintain organization with program materials
- Execute program plans based on the participant group
- Communicate with the Dementia-Friendly Communities Coordinator and Senior Manager, Dementia- Friendly Communities regarding questions or concerns with participant experience and/or expectations, volunteers, or community partners
- Consult with the Dementia-Friendly Communities Coordinator and Senior Manager, Dementia-Friendly Communities when trends in participant experiences are noticed
- Confirm scheduling for volunteers
- Submit monthly invoices and receipts in a timely fashion

Functions

- Arrive 30 minutes prior to and remain 30 minutes following each program session
- Transport weekly programming resources, educational information and fitness equipment; when required
- Prepare program volunteers for weekly facilitation assignments; identify and address areas of concern
- Maintain accurate data for participants attendance, participant experience and referrals for service
- Debrief with the fitness leader and program volunteers on a weekly basis to determine participant experience and identify safety concerns
- Conduct and collect sessional data and assessment as requested by the Dementia- Friendly Communities Coordinator and Senior Manager, Dementia-Friendly Communities

Qualifications & Experience

- Professional and/or personal experience with the dementia journey and caregiver stress
- Minimum two years' experience working with volunteers, student practicums and community agencies (or a minimum of one year experience as a Minds in Motion® volunteer)
- Experience in program planning and facilitation
- Adult education or training & development experience preferred
- Preference will be for individuals who also possess the following: completion of post-secondary schooling in community recreation studies, kinesiology, human kinetics or health sciences and/or certification in provincial or national accredited exercise council or curriculum
- Conflict resolution experience or nonviolent crisis intervention (NCI) preferred

Competencies

- Familiarity with dementia and warning signs
- Effective communication skills to accommodate varying levels of cognition
- Ability to observe and assess behaviour changes that signify trends
- Flexibility and adaptability in relation to program planning and delivery
- High energy level and ability to effectively engage individuals and groups experiencing varying degrees of motivation
- Ability to use discretion, judgment and tact in handling sensitive information or situations

Pay Rate: $25.00 per hour.

Apply to:

Nicole McDonald
Senior Manager, Dementia-Friendly Communities

Email: nmcdonald@alzheimer.mb.ca

Job will remain open until the appropriate candidate is found.