

Program Facilitator – contract

Job Description

The Minds in Motion® program is a 2-hour program featuring exercise, socialization and stimulating cognitive 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 6 Minds in Motion® sites in Winnipeg. The Alzheimer Society of Manitoba is looking for support at the following locations:

1. Riverwood Square – 1778 Pembina Hwy – Tuesdays 9:30am to 12:30pm. Start date: October 14.
2. Rady JCC Fitness Centre – 123 Doncaster St – Wednesdays 9:30am to 12:30pm. Start date: October 22.
3. The Wellness Institute – 1075 Leila Ave – Wednesdays 1:00 to 4:00pm. Start date: October 15.
4. Faith Lutheran Church – 1311 Dakota St – Thursdays 9:30am to 12:30pm. Start date: October 16.
5. River East Church – 755 McLeod Ave – Thursdays 12:30pm-3:30pm. Start date: October 16

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

Rate of pay: \$35.00 per hour.

To Apply:

Please submit a cover letter and resume clearly stating how the requirements are met to Nicole McDonald, Senior Manager, Dementia Friendly Communities nmcdonald@alzheimer.mb.ca with **Minds in Motion Coordinator** in the subject line.

Applications will be accepted up to **Monday, September 22.**

The Alzheimer Society of Manitoba 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 contacted.