

SECTION 1 IDENTIFYING INFORMATION

Position Title: First Link® Manager (Fulltime, Contract)	Supervisor's Title: Program Director
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SECTION 2 POSITION SUMMARY

The First Link® Manager, reporting to the Program Director, is responsible for providing vision and leadership in the area of Client Support in accordance with the Alzheimer Society of Manitoba's Mission 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.	All people with dementia experience the best possible quality of life.
2.	Families and informal care providers have opportunities, knowledge and support structures to enable them to be effective, confident and empowered caregivers.

SECTION 3 DUTIES AND RESPONSIBILITIES

Premise: First Link® uses a community development model to build relationships with health care professionals and other community professionals and agencies enabling them to refer people and families impacted by dementia to the Alzheimer Society for information, support and education as early in the disease continuum as possible. A joint commitment by the Alzheimer Society and referring partners to increasing the quality of life for people with dementia and their caregivers is fundamental to the success of First Link®.

- 1. FIRST LINK® LEADERSHIP AND PROMOTION 35%**
 - Provide leadership for the First Link® project provincially.
 - Prepare promotional materials and provide education for physicians, healthcare professionals and community agencies in how to participate in First Link®.
 - Develop and maintain relationships with physicians, dementia-related health professionals and community agencies in the Winnipeg Region.
 - Develop and implement a public awareness strategy to inform the community about First Link®.
 - Collect project data and prepare reports.

- 2. CLIENT SUPPORT 40%**
 - Provide leadership in client support practices to Client Support staff and Regional Coordinators.
 - Oversee the First Link® process to facilitate proactive outreach, early intervention, supportive counseling and follow-up.
 - Manage and provide support services to Alzheimer Society clients (including intake and follow-up.)
 - Develop and monitor the service standards for delivery of Client Support to all clients.
 - Ensure that clients are provided service in keeping with the Executive Limitation: Treatment of Clients.
 - Provide leadership in the delivery of Alzheimer Society programs inclusive of support groups for people with dementia, support groups for caregivers and MedicAlert® Safely Home®.

- 3. FAMILY EDUCATION 10%**
 - Work with the Program team to assess educational needs of people with dementia and their caregivers, program plan and evaluate educational events and materials.
 - Work with Client Support and Family Education staff to provide education opportunities to people with dementia and their family caregivers.

4. ADMINISTRATION

15%

- Provide leadership, supervision and support to First Link® and Client Support staff.
- Provide leadership in the delivery of Client Support to Regional Coordinators and the Westman Program Coordinator.
- Administer a database of client files and sources of referral.
- Work with the Program team to assess and meet the service needs of people with dementia and their family caregivers.
- Provide comprehensive reports on program initiatives, activities and outcomes.
- Participate in discussion and monitoring of budgets for programs and projects.
- Prepare applications for grant funding sources as required.
- Collaborate with Fund Development and Administrative staff and volunteers.
- Perform other duties as requested by Program Director.

SECTION 4 SUPERVISION EXERCISED

The First Link® Manager supervises and supports: the First Link® Coordinators and the Client Support Coordinator. The First Link® Manager also relates to the Regional Coordinators for the promotion of First Link® and the delivery of Client Support, and other contract staff and volunteers as may be engaged.

SECTION 5 POSITION REQUIREMENTS

FORMAL EDUCATION:

- A Bachelor's degree in the field of health or social services.

WORK EXPERIENCE:

- Minimum of 5 years of experience in the field of dementia care and family support.

WORKING LEVEL QUALIFICATIONS:

- Demonstrated community development, program implementation and management skills
- Demonstrated knowledge and experience in dementia care
- Demonstrated skills in client support and case management
- Demonstrates knowledge of community resources
- Demonstrates advanced inter-personal skills
- Demonstrates excellent oral and written communication skills
- Demonstrated skills in administration including budgeting and report writing
- Demonstrated leadership skills in team settings including recruitment, mentoring and performance evaluation
- Demonstrated ability to work independently with minimal supervision
- Demonstrated experience in word processing (Office) and data management
- Knowledge of the Alzheimer Society of Manitoba mission
- Able to travel throughout the Winnipeg region

To Apply:

Applicants must include a cover letter which clearly states how they meet the requirements and qualifications for the position and a resume. Applications will be accepted up to **Wednesday, September 17, 2014** and can be sent:

By Email to:

Norma Kirkby,
Program Director

nkirkby@alzheimer.mb.ca with **First Link® Manager** in the subject line

Alzheimer Society of Manitoba
JOB DESCRIPTION – updated July 2014

By Mail or in Person to:

Norma Kirkby
Program Director
Alzheimer Society of Manitoba
10-120 Donald St.
Winnipeg, MB R3C 4G2

By Fax to:

Norma Kirkby
Program Director
(204) 942-5408

Thank you to all interested applicants; however, only those under consideration will be contacted. This position will remain open until a suitable candidate is found.