

**ALZHEIMER SOCIETY OF MANITOBA
WESTMAN REGIONAL COORDINATOR JOB DESCRIPTION**

SECTION 1 IDENTIFYING INFORMATION

Position Title
Westman Region Coordinator

Supervisor's Title
Community Outreach Manager

Date April 2015

SECTION 2 POSITION SUMMARY

Acting as an ambassador for the Alzheimer Society of Manitoba, and reporting to the Community Outreach Manager, the Westman Region Coordinator is responsible for the coordination and delivery of information, support and education to people with dementia and their caregivers, and awareness programs to the general public in the Westman region.

SECTION 3 DUTIES AND REPONSIBILITIES

1. CLIENT SERVICES

- Responsible for the delivery of client services in the Westman region.
- Promotes the First Link® Referral program to physicians, health-care professionals and community organizations working with individuals and families affected by dementia.
- Responds to the support and information needs of individuals and families and provides follow-up as required.
- Maintains confidential client files and contact records as appropriate.
- Leads and coordinates support groups for individuals with Alzheimer's disease and other dementias and support groups for caregivers.
- Refers clients to community resources for services not provided by the Alzheimer Society.
- Provides monthly follow-up and support to volunteer facilitators of regional support and education groups.

2. EDUCATION/AWARENESS

- Works with Provincial Program Staff to ensure programs are carried out in the Westman region.
- Delivers client, professional and public education programs throughout the region.
- Coordinates awareness presentations and display requests, including display volunteer recruitment and scheduling.
- Utilizes evaluation/assessment tools to monitor and review educational programs.
- Maintains networks with community agencies throughout the region.

3. FUND DEVELOPMENT

- Identifies and seeks out appropriate program grant opportunities in the region.
- Supports fund development activities in the Westman region.

4. GENERAL DUTIES

- Completes and submits accurate statistical records of First Link® contacts, client contacts, support groups and program activities to the Provincial Office of the Alzheimer Society of Manitoba monthly.

- Participates in Provincial Program planning and education opportunities as scheduled by the Provincial Program Director, providing input and information regarding regional program planning and activities.
- Works within the annual budget for programs and services.

SECTION 4 SUPERVISION EXERCISED

The Westman Region Coordinator provides supervision to program volunteers during their assignments. This includes recruitment, training, coordination, recognition and on-going performance appraisals where appropriate.

SECTION 5 POSITION REQUIREMENTS

FORMAL EDUCATION

- Post secondary education in a health or social services 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 caregivers
- Commitment to confidentiality policies
- Demonstrated interpersonal skills
- Demonstrated program coordination and management skills
- Demonstrated oral and written communication skills
- Experience in word processing and computer systems required
- Knowledge of the Alzheimer Society of Manitoba mission

To Apply:

Applicants must include a cover letter which clearly states how they meet the requirements and qualifications for the position along with a resume. Applications will be accepted up to **Tuesday, June 2, 2015**, and can be sent:

By Email to:

Colette Mignon,
Community Outreach Manager
cmignon@alzheimer.mb.ca with **Westman Regional Coordinator** in the subject line.

By Mail or in Person to:

Colette Mignon,
Community Outreach Manager
Alzheimer Society of Manitoba
10-120 Donald St., Winnipeg, MB R3C 4G2

By Fax to:

Colette Mignon,
Community Outreach Manager
(204) 942-5408

Thank you to all applicants; however, only those under consideration will be contacted.