



POSITION TITLE: Minds in Motion® Program Assistant

PROGRAM/SERVICE AREA: TBA

TIME COMMITMENT: Once a week
Weekday morning or afternoon sessions available
Minimum: One 8-week session; 6-9 month commitment preferred

SUPERVISOR: Maria Mathews, Manager of Family Education
& Minds in Motion® Program Coordinator
204-943-6622 ext. 203

PURPOSE: The Minds in Motion® program combines physical activity, socialization and mental stimulation or people living with early-mid stage Alzheimer's disease, or other dementias, to enjoy with a family member or community care partner.

DUTIES/RESPONSIBILITIES:

Under the direct supervision of the Minds in Motion® coordinator, or lead facilitator, the volunteer may assist with tasks such as:

- Arrive 30 minutes prior to program start time and meet the Minds in Motion® coordinator at the front lobby to assist with the transportation of program equipment to program room
- Assist with the set-up of tables, chairs, and program equipment.
- Greet & welcome new participants at the lobby entrance
- Greet returning participants in session room & facilitate introductions to other participants
- Develop a rapport with participants throughout the 8-week program
- Assist the physical activity leader with distribution/collection of fitness equipment
- Assist participants with sit/stand function when requested by the physical activity leader or Minds in Motion® coordinator
- Assist with directing/accompanying participants to alternate programming areas, when needed
- Accompany participants, who do not have a care partner in attendance, to the restrooms. Wait in the hallway to accompany back to the program area
- Assist with the preparation and clean-up of refreshments
- Actively engage with participants during the socialization break

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- Develop a knowledge and comfort for the therapeutic program games & activities used within the program
- Develop facilitation skills and confidence to lead a game or activity during the therapeutic program session
- Accompany participants (when needed) back to the main lobby at the conclusion of the program, ensure their ride/partner receives them or escort participant back to the Minds in Motion® program room and inform the Minds in Motion® coordinator
- Remain for 30 minutes at the conclusion of the program to assist with program take-down of tables, chairs and program equipment
- Participate in the debrief session which involves; documentation & discussion of participants and their engagement and/or areas of concern
- Assist with the transport of program equipment back to the main lobby
- Direct clients seeking additional support or resources to the Minds in Motion® coordinator
- Sign an Alzheimer Society confidentiality agreement to maintain the privacy of our client participants at all times
- Other related duties as assigned

QUALIFICATIONS:

- Prior experience in program facilitation or leadership is preferred
- Excellent interpersonal skills
- An ability to display positive body language
- Ability to enunciate clearly and in an appropriate tone to help people with dementia and those with auditory impairments to understand easily
- Ability to take initiative and make decisions
- Physical strength to lift up to 20 lbs., set up program space & assist with transportation of equipment to and from the main entrance of the facility
- Ability to work quickly and safely to modify the requirements of the program space to transition from one activity to another while participants are in the room
- Ability to demonstrate respect and understanding of diverse client population with varied needs
- Ability to work as part of a team
- Solid oral and written communication skills in order to document and discuss behaviour changes in participants
- Good command of the English language, second language an asset

ORIENTATION:

- Program orientation provided by The Alzheimer Society of Manitoba – minimum 2 hours of dementia-care orientation is mandatory, participation in the physical activity training session (additional 2 hours) is encouraged, but optional.

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