SECTION 1     IDENTIFYING INFORMATION
Position Title:      Supervisor’s Title:
First Link® Manager, (Fulltime)   Program Director

SECTION 2     POSITION SUMMARY
The First Link® Manager, reporting to the Program Director, is responsible for providing vision and clinical 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.

22. 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®. The mandate of the First Link program is to provide services to individuals who are referred and those who self-initiate contact with the Alzheimer Society.

1. FIRST LINK® - CLIENT SUPPORT CLINICAL LEADERSHIP AND PROMOTION 20%
• Provide clinical leadership for First Link® - Client Support provincially.
• Oversee the preparation of promotional materials and provision of education for physicians, healthcare professionals and community agencies in how to participate in First Link®.
• Oversee relationships with physicians, dementia-related health professionals and community agencies in the Winnipeg Region.
• Provide leadership in the development and implementation of a public awareness strategy to inform the community about First Link®.

2. FIRST LINK® - CLIENT SUPPORT 50%
• Provide clinical leadership and education in client support practices to First Link - Client Support staff and Regional Coordinators.
• Lead First Link - Client Support staff and Regional Coordinators in the provision of support that exemplifies a proactive approach to early intervention, supportive counseling and follow-up.
• Develop and monitor the service standards for delivery of support to all clients.
• Provide leadership in the delivery of Alzheimer Society programs inclusive of support groups for people with dementia, support groups for caregivers, family education and MedicAlert® Safely Home®.
• Provide leadership for the care partner support groups provincially and liaise with care partner support group facilitators in the Winnipeg region.
• Provide person centred support services to Alzheimer Society referred and self-initiated clients (including intake and follow-up.)
• Ensure that clients are provided service in keeping with the Executive Limitation: Treatment of Clients
3. FAMILY EDUCATION 15%
   • 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 First Link - Client Support and 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® - Client Support staff.
   • Provide leadership in the delivery of First Link - Client Support to Regional Coordinators and the Westman Senior Manager of Regional Services.
   • Oversee the administration of the client and sources of referral database.
   • 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® Officer and First Link® - Client Support Coordinators. The First Link® Manager also relates to the Regional Coordinators for the promotion of First Link® and the delivery of First Link® - Client Support, and other contract staff, student placements 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 clinical leadership, knowledge and experience in dementia care
   • Demonstrated skills in person centred client support and case management
   • Demonstrates knowledge of community resources
   • Demonstrates advanced inter-personal skills
   • Demonstrates excellent oral and written communication skills
   • Demonstrated leadership skills in team settings including recruitment, mentoring and performance evaluation
   • Demonstrated community development, program implementation and management skills
   • Demonstrated skills in administration including budgeting and report writing
   • Demonstrated ability to work independently with minimal supervision
   • Demonstrated experience in word processing (Microsoft 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 Friday, July 7, 2017 and can be sent:

By Email to:
Norma Kirkby,
Program Director
nkirkby@alzheimer.mb.ca with First Link® Manager in the subject line

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.