**JOB DESCRIPTION**

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| **POSITION TITLE:**  Support and Life Enrichment Coordinator   | **DATE ISSUED:** January, 2025 |
| **REPORTS TO:** Executive Director  | **ISSUING AUTHORITY: Executive Director** |
| **PROGRAM:** Support and Life Enrichment   | **LAST REVIEW DATE:** **January 2025** |

**POSITION SUMMARY**:

Reporting to the Executive Director or designate and serving the residents of Leeds Grenville and surrounding areas as a vital member of a multi-disciplinary team. Key duties are to provide group and 1-1 support to care partners of persons with Alzheimer’s disease and related dementia (ADRD).

This position will focus on enhancing the well-being and quality of life of those who are responsible for caring for people living with dementia. Will work collaboratively within our Team providing support programs, promoting caregiver self care by encouraging caregivers to prioritize their own health and well-being and social connectiveness which is critical to long term caregiver success. Will act as a direct contact for caregivers requiring support and advocacy. This role will emphasize on providing caregivers with the tools and support to manage the stresses of caregiving. Attendance at Society fundraising, and client-centred events is encouraged.

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| **QUALIFICATIONS**: * Post-secondary degree or diploma in health promotion or related discipline is required.
* Training/experience in gerontology and dementia is preferred.

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| **SPECIAL SKILLS**: * Exemplary facilitating, and support skills.
* Strong awareness of relevant community resources.
* Analytical report writing
* Critical thinking; excellent problem-solving skills.
* Ability to work within a budget
* Excellent verbal and written communication skills
* Technical skills for a computerized work environment (Alayacare)
* Adaptable to changing workplace demands.
* Although education/experience are important, a sincere willingness to learn and grow with the organization and a keen sense of pride of service to our community are vital for success.

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| **KEY DUTIES:** * Provides individual and group support for persons caring for a someone living with dementia and the impact it may have on family dynamics through phone calls, home, and office visits.
* Processes referrals received from First Link Coordinator in timely and efficient manner.
* Works collaboratively with the Executive Director, staff, caregivers, volunteers, and partnering agencies in long term and short-term planning support programs and Life enrichment activities.
* Refers to and follows appropriate legislation when developing education and support programs.
* Works with the team in quality assurance of programs.
* Maintains proper client files and follows proper documentation practices.
* Works with staff to assess, plan and evaluate new programs within the framework of the Strategic Plan.
* Participates with community committees as a representative of ASLLG, as well as internal committees.
* Contributes to, manages, and is accountable for the program’s budget and statistics.
* Remains current on information relating to Alzheimer’s disease and related dementia.
* Assists with fund development/community relations ventures for the Society.
* Assures compliance with policies and procedures set out by the ASLLG.
* Treats all clients, public, staff, volunteers and students with dignity, empathy, respect.
* Follows organization’s Occupational Health & Safety program.
* Prepares/writes policies & procedures for quality assurance purposes as required.
* Maintains an overall attitude dedicated to excellent customer service.
* Performs cross-functional duties within Education and Support Services as required.
* Performs other related duties as required.
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**CORE COMPETENCIES:**

**Client-Centred Focus:** Proactively identifies and responds to internal and external client service needs to provide sensitive service delivery. Establishes exceptional client service relationships.

**Client and Staff Safety:** Complies with agency standards and policies, including relevant Health and Safety legislation. Participates in health and safety training and integrates into practice to ensure client and staff safety. Takes responsibility for his/her role in health and safety as set out in policies, one’s job description, and the Health and Safety Manual.

**Continuous Quality Improvement (CQI) and Risk Management:** Maintains effectiveness within a rapidly changing work environment. Understands the necessity to continuously improve to remain competitive. Maintains a positive outlook and encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities. Incorporates continuous quality improvement measures into work processes. Participates in quality improvement training, committees, and activities.

**Equity, Diversity, and Inclusion:** Promotes a welcoming culture in which everyone knows that their unique characteristics, skills, and experiences are respected, valued, and celebrated. Provides clients and persons living with dementia (PLWD) with access to person-centered care in a safe environment. Engages and develops the building of skills to work in an inclusive manner through resources identified in our training and education plans and as a service provider in the Ontario Health system. Training will align with Ontario Health’s Equity, Inclusion, Diversity, and Anti-Racism Framework. Training will also include cultural diversity, discrimination and harassment, and complying with related legislation and policies. Provides an inclusive environment for donors and funders, seeking to understand their diverse perspectives, communicating the impact of their giving, and delivering an experience that is meaningful to them.

**HOURS OF WORK EXPECTATIONS:**

Generally, Monday thru. Friday: 8:30 a.m. - 4:00 p.m. with some evenings as required to facilitate support groups.

Scheduled hours may change to reflect the needs of the Society.

**FULL-TIME:**

35 hours per week. Scheduled hours may change to reflect the needs of the Society.

Salary range - $26.80 – $29.00 per hour.

Benefits Package and 3 weeks vacation after 3 months of employment

RRSP benefit

**REQUIREMENTS**

* A current, valid driver’s license with no restrictions and use of a reliable personal motor vehicle
* Confidentiality to be strictly always maintained
* Current CPR training
* Vulnerable Sector Check

**PHYSICAL DEMANDS**

* Lifting
* Bending
* Reaching
* Moving supplies
* Setting up and taking down display boards

I have studied and discussed the job description outlined above. At this time, I understand and have no questions concerning any duties outlined.

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| Witness (Name & Title)  |   |  Date  |