

# Role Profile

Regional Coordinator, Education & Outreach

Digby, Yarmouth & Shelburne

Position 006-21

*Société Alzheimer Society*

N O V A   S C O T I A

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## **Organizational Profile**

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## **Organizational Profile**

The *Alzheimer Society of Nova Scotia (ASNS)* is the leading not-for-profit health organization working to improve the quality of life for Nova Scotians affected by Alzheimer's disease or other dementias and advance the search for the cause and cure. Since 1983, ASNS has providing help for people with Alzheimer's disease and other dementias, and their caregivers – and that help comes in many ways.

Alzheimer's disease is a progressive, degenerative disease. Over 560,000 Canadians currently have Alzheimer's disease, and according to experts this number will triple to 2.3 million Canadians by 2031. In our province alone, over 17,000 Nova Scotians live with the disease.

## **Mission Statement**

ASNS is committed to alleviating the personal and social consequences of Alzheimer's disease and other dementias and promoting the search for causes and cures.

## **Vision Statement**

- Provide leadership in addressing the reality of Alzheimer's disease and other dementias.
- Strengthen existing programs and create new ones in response to ever increasing needs.
- Advance and develop educational opportunities.
- Participate in and promote research.
- Provide an environment that attracts and retains high quality staff and volunteers.

## **Forget Me Not Symbol**

ASNS uses the Forget Me Not flower as a symbol to represent memory loss, one of the symptoms of Alzheimer's disease. It is also a reminder to remember people with Alzheimer's disease and other dementias and their caregivers. The three flowers in the symbol represent the person with dementia, the caregiver, and the *Alzheimer Society*.

## Our Values

Our values are “CARE: Collaboration, Accountability, Respect, and Engagement.” Work is in progress to ensure that ASNS values underpin all aspects of our working culture, from hiring and orientation to performance evaluations to how we manage our day to day and interact with each other:

- **Collaboration** - We work together as one organization, and actively engage with partners to fulfill our mission and achieve our goal – that Nova Scotians receive personal and responsive services throughout their dementia journey.
- **Accountability** - We measure our performance and follow a process of continuous improvement. We are wholly accountable for our actions, we lead with personal accountability, and must account to our stakeholders for our use of the financial and human resources available to us.
- **Respect** - We set for ourselves the highest standards of honesty, trustworthiness and professional integrity in all aspects of our organization and carry out our work with the utmost respect for the dignity and the rights of the people we serve, and those we work alongside.
- **Engagement** - We strive to engage stakeholders in meaningful ways. To inform, listen and be attentive to those we work with - people with dementia, families, community partners, donors, volunteers, and staff members.

## We Are ASNS!

Our talented staff team works across three core organizational functions: *Finance & Administration*, *Programs & Services*, and *Philanthropy*. Each department has a Director as lead (reporting to the CEO), with a small management structure underneath. Even though we recruit and work based on specialties it is widely understood that anyone who joins our team ‘works as one’ with their colleagues. We all have a role to play in ensuring the health, success, and sustainability of our organization and its deliverables across all functions and we work as needed to meet mission and fiscal goals.

## Diversity & Inclusion

Dementia does not discriminate. We put personhood at the centre of our work, and we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees, clients, and stakeholders. All qualified applicants will be considered for our team, and we encourage applicants from diverse communities to self-identify in their application. Please request any accommodation required to facilitate the recruitment process.

## Board of Directors

The dedication, enthusiasm and expertise of our Board of Directors makes it possible for us to continue helping those living with Alzheimer's disease or other dementias.

## Alzheimer Society Federation

ASNS is a member of the *Alzheimer Society Federation* (the Federation) which consists of 10 provincial societies and the *Alzheimer Society of Canada (ASC)*. This Federation is defined as a network of partners committed to a common mission and a shared brand and program model, while remaining legally independent from one another. In addition to independent provincial strategic plans (the responsibility of individual societies), there is also a Federation-wide strategic plan and it is crucial each society is in support of effective execution of both. There are shared financial mechanisms relating to nationwide revenue sharing, provincial support of the nationwide Alzheimer Society Research Program, and an annual assessment for shared service provision.

## First Link®

ASNS operates using the First Link® model of Programs and Service delivery. Persons living with dementia and their families/care partners are connected to Client Services of the Alzheimer Society for information, education and supportive counselling. These connections are ideally made as early as possible in the course of the disease, and are maintained throughout the progression of the disease via a combination of programs and services provided by ASNS, alone or in partnership with other health and community agencies. Clients may contact the society directly, or be referred by a physician or other health care provider.

## Additional Information

- Alzheimer Society of Nova Scotia  
<http://www.alzheimer.ca/en/ns>
- Partnerships  
<http://www.alzheimer.ca/en/ns/About-us/About-the-Alzheimer-Society/Our-Partners>
- About Dementia  
<http://www.alzheimer.ca/en/ns/About-dementia>
- Services and Programs  
<http://www.alzheimer.ca/en/ns/We-can-help>
- The Dementia Strategy  
<http://www.alzheimer.ca/en/ns/News-and-Events/Media-centre/DementiaStrategy>

## **The Role**

Regional Coordinators are responsible for raising awareness and strengthening the reach and impact of the Alzheimer Society of Nova Scotia. They provide education, outreach, and support to families, healthcare professionals, persons living with dementia, and the general public within their region. Regional Coordinators work on a community-development model, responding to the needs of community members.

This position is a home-based, permanent, part-time position (3 days/21 hours per week), with core hours of Monday – Friday, 8:30am to 4:30pm. Set specific working days are chosen in consultation with the Manager of Community Development. Given the nature of the role, the position may involve occasional evening and weekend hours, which is compensated for on a flex-time basis.

The home office requires internet connectivity and private working space. General stationary items such as paper, file folders and writing instruments are provided as needed. A laptop, cell phone and printer (including ink as needed) are also provided. Office furniture is not provided.

ASNS offers competitive salaries and a group RRSP plan.

## **Accountability & Relationships**

Regional Coordinators report to the Manager, Community Development and work collaboratively as part of a larger, strong and focused programs and services team to achieve the strategic directions of ASNS. In addition, this person works with other staff and volunteers of ASNS and other organizations as appropriate to carry out the responsibilities of this position.

## **Key Areas of Responsibility**

### **1) Community Networking**

- Develops and maintains relationships with key community members including healthcare facilities, local government, service groups, etc. to raise awareness and offer programs;
- Represents the Alzheimer Society of Nova Scotia through public displays and workshops;
- Liaises with community partners as needed in the delivery and promotion of programs.

### **2) Public Education & Awareness**

- Delivers education sessions to the general public as well as specific community and/or healthcare groups;
- Delivers education sessions to specific groups including family members and others caring for a person on the dementia journey.

### 3) Support

- Facilitates (or co-facilitates) one or more Caregiver Support Groups; oversees registration, preparation, and delivery;
- Provides information as needed and requested to community members on behalf of the Society:

## Key Competencies

### 1) Community Engagement

- Communicates and collaborates with a variety of stakeholders including persons living with dementia, their families, healthcare professionals and the general public;
- Works within a well-established local network to raise awareness of dementia and the role of the Alzheimer Society of Nova Scotia.

### 2) Program Management

- Understands the scope of a program and can identify the steps, resources, and targets to achieve the desired goals (policies, practices, delivery, statistics, and evaluation);
- Collaborates with others and delegate responsibilities to achieve goals within agreed upon timelines.

### 3) Cultural Competency

- Displays empathy and understanding related to the complex realities of communities and populations experiencing barriers to equitable health care, and discrimination in general;
- Has awareness of own culture and is open to explore issues of unconscious bias;
- Possesses enthusiasm to learn about and understand diverse behaviors, values, and attitudes;
- Understands how one's own position can support the improvement of systems and relationships that support equitable health outcomes for all Nova Scotians.

## **The Ideal Candidate**

### **Education & Experience**

- Has acquired a minimum of 5 years relevant experience in the field of healthcare, social work, community services, education, or an equivalent combination of education and experience;
- Demonstrates knowledge and application of person-centered philosophy, problem solving strategies, and confidentiality;
- Proficiency in Zoom and Microsoft programs, particularly Teams, Word, Excel, and Power Point;
- Experience working with databases a definite asset;
- Knowledge of Nova Scotia's health system, Alzheimer's disease and other dementias, health charity/not-for-profit environment a definite asset;
- Verbal proficiency in a second language an asset.

### **Attributes**

- Friendly and approachable;
- Excellent organizational and time management skills;
- Exceptional listening, oral and written communications skills;
- Ability to work independently and as a strong team contributor;
- Demonstrated commitment to continuing professional development;
- Sensitivity to the needs of persons living with dementia and their families;
- Professional communicator, open and transparent communication style;
- Open to asking for and accepting help when needed;
- A values-based working style; decisions and actions reflect the shared values of ASNS.



## **Appendix 1 : Media Posting**

### **Regional Coordinator, Education & Outreach Digby, Yarmouth & Shelburne, Nova Scotia – Position 006-21**

Are you passionate about supporting Nova Scotians affected by Alzheimer's disease or other dementias? Are you seeking an opportunity to have impact in your region and its communities? The Alzheimer Society of Nova Scotia (ASNS) is seeking two positions to work with our dedicated Programs & Services team and talented staff.

The *Alzheimer Society of Nova Scotia (ASNS)* is the leading not-for-profit health organization working to improve the quality of life for Nova Scotians affected by Alzheimer's disease or other dementias and to advance the search for the cause and cure. Since 1983, ASNS has provided help for people with Alzheimer's disease and related dementias and their caregivers – and that help comes in many ways. The organization has grown significantly over the past 5 years and presently employs over 25 well-trained, committed, hardworking staff, including a dedicated Programs & Services team, many whom have been with the organization for 10+ years. We are now seeking two, part-time (21 hours per week) Regional Coordinators to join our team.

Reporting to the Manager of Community Development, the Regional Coordinator provides education, outreach and support to key community members and partners including healthcare professionals, persons living with dementia and their families, and the general public. As part of a strong and focused team, the Regional Coordinator will bring their university-level education or equivalent, knowledge and experience in the fields of health care, dementia, social work, and/or community services as well their professional collaborative approach, to this very important role. The ability to communicate and network with a variety of stakeholders is key to this position.

To learn more about these exciting opportunities, visit [www.alzheimer.ca/ns/careers](http://www.alzheimer.ca/ns/careers) for a full role profile.

To apply, please send a resume and cover letter as one pdf document to [connie.vanberkel@asns.ca](mailto:connie.vanberkel@asns.ca). Your cover letter should include a description of how your skills, education, and experience make you a good candidate for this position. Please quote the position number above and apply by Sunday, May 9, 2021 11:59 pm.

ASNS is an equal opportunity employer. We are committed to fostering an inclusive, accessible environment, where all employees, clients, and stakeholders are respected and supported. We are dedicated to building a workforce that reflects the diversity of the people and communities in which we live and serve, and to creating an environment where every employee has the opportunity to reach their potential.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.