

# Role Profile

Coordinator, Education & Engagement

African Nova Scotian Communities

Designated Position

*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**

### **Designation Status:**

This opportunity is designated to applicants who identify as African Nova Scotian.

Coordinator, Education and Engagement, African Nova Scotian Communities is responsible for intentional outreach and engagement with African Nova Scotian communities across Nova Scotia. This role will involve raising awareness and engaging African Nova Scotians with Alzheimer Society of Nova Scotia's information, education, and support services. The coordinator will provide education, outreach, and support to families, healthcare professionals, persons living with dementia, and the general public. Coordinators work with a community-development model; exploring the needs of specific communities and responding to these needs in culturally appropriate and safe ways.

This position is a full-time 12-month term position (35 hours per week), with core hours of Monday – Friday, 8:30am to 4:30pm. Occasional evening and weekend hours may be required, which is compensated for on a flex-time basis. Currently, staff work in the provincial Halifax office approximately 50% of the time and from a home office approximately 50% of time. The home office requires internet connectivity and a private working space. A laptop and cell phone are provided as are general stationary items such as paper, file folders and writing instruments as needed. Home office furniture is not provided. This arrangement is flexible and subject to change.

This position has the potential to be renewed for a second 12-month term. The scope of the job may change in the second term; pending the outcomes of the initial 12-month period. It is anticipated that Year 2 could expand education and engagement into other communities facing barriers to equitable health care.

ASNS offers competitive salaries, a group RRSP plan and comprehensive benefits package.

### **Accountability & Relationships**

Coordinator, Education and Engagement, African Nova Scotian Communities, reports to the Manager, Program Development and works collaboratively as part of a larger Programs and Services Team to achieve the strategic directions of ASNS. In addition, this person works with other staff and volunteers of ASNS, and partner organizations as appropriate to carry out the responsibilities of this position.

## **Key Areas of Responsibility**

### **1) Community Networking and Engagement**

- Develops and maintains relationships with key community members including representatives from healthcare facilities, organizations, local government, community groups etc. to raise awareness and explore programming opportunities;
- Represents the Alzheimer Society of Nova Scotia through public displays, education and workshops;
- Liaises with community partners as needed for the delivery and promotion of programs;
- Conducts needs assessments to gain greater understanding of community specific needs;
- Works with ASNS regional staff to plan and deliver outreach and engagement initiatives with African Nova Scotian communities.

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

- Delivers education sessions to the general public, community and/or healthcare groups;
- Delivers customized education sessions to caregivers including family members and others caring for a person on the dementia journey;
- Supports the development of culturally relevant education and tools to support African Nova Scotian communities.

### **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;
- Connects community members for supportive counselling to the Infoline through an intentional triaging process.

### **4) Equity, Diversity, and Inclusion**

- Documents outreach and engagement procedures and best practices to be used as models for work with communities facing barriers to equitable health care;
- Provides First Voice perspectives to Manager, Program Development as appropriate;
- Works with Manager, Program Development to support specific ASNS departments as needed.

## **Key Competencies**

### **1) Community Engagement**

- Communicates and collaborates at ease with a variety of stakeholders including persons living with dementia, their families, communities, healthcare professionals and the general public;
- Seeks out and engages with new networks in African Nova Scotian communities 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 delegates responsibilities to achieve goals within agreed upon timelines.

### **3) Teamwork**

- Co-operates with team members to meet team goals;
- Seeks advice when needed;
- Recognizes different ways of working and the need for flexibility.

### **4) Cultural Competence**

- Understands how one's own position can support the improvement of systems and relationships that support equitable health outcomes for all Nova Scotians;
- Displays empathy and understanding related to the complex realities of communities and populations experiencing barriers to equitable health care;
- 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.



## **The Ideal Candidate**

### **Education & Experience**

- Minimum of 5 years relevant experience in the field of healthcare, social work, community services, education, or an equivalent combination of education and experience;
- Experience working with African Nova Scotian communities and organizations;
- Knowledge of the history and experiences of people and communities facing barriers to equitable health care;
- Knowledge and experience working with adult education principles and practices;
- Knowledge of community development models and skilled at building sustainable partnerships;
- Proficiency in Zoom and Microsoft programs, particularly Teams, Word, Excel, and Power Point;
- Knowledge of Nova Scotia's health system, Alzheimer's disease and other dementias, health charity/not-for-profit environment a definite asset.

### **Attributes**

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

## Appendix 1 : Media Posting

### **Coordinator, Education & Engagement, African Nova Scotian Communities Halifax, Nova Scotia (Designated African Nova Scotian)**

Are you passionate about supporting African Nova Scotians affected by Alzheimer's disease or other dementias? Are you seeking an opportunity to have an impact in your communities? The Alzheimer Society of Nova Scotia is seeking someone who identifies as African Nova Scotian 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 and committed staff. This includes a dedicated Programs & Services team, many whom have been with the organization for 10+ years. We are now seeking a full-time African Nova Scotian Coordinator to join our team. **This is a 12-month term position; with the potential to be renewed.**

Reporting to the Manager of Program Development, the Coordinator provides education, outreach and support to key community members and partners including healthcare professionals, persons living with dementia and their families, and the public. The 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 this exciting opportunity, visit [www.alzheimer.ca/ns/careers](http://www.alzheimer.ca/ns/careers) to view the full role profile.

To apply, please send a resume and cover letter as one pdf document to [kirstie.creighton@asns.ca](mailto:kirstie.creighton@asns.ca). Your cover letter should include a statement of self-identification as African Nova Scotian, and a description of how your skills, education, and experience make you a good candidate for this position.

**Application deadline: September 19, 2021 at 11:59 p.m.**

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.