



SUPPORT & EDUCATION COORDINATOR, FIRST LINK, MINDS IN MOTION

CHINESE COMMUNITY - FRASER REGION

About the position

First Link® programs and services includes the delivery of standardized support and education programs, development of partnerships with community centres and volunteer recruitment and supervision.

Minds in Motion® is a fitness and social program for people living with any form of early-stage dementia along with a family member, friend or other care partner.

The combined roles of **Support & Education Coordinator, First Link®, Minds in Motion®** service the Chinese community in the Fraser region (e.g. Burnaby, Coquitlam, Surrey, etc.). The Support and Education Coordinator, First Link® is responsible for the consistent delivery of core First Link® programs and services and for the planning, implementation and facilitation of Minds in Motion® in Cantonese. Working as part of a team, this role helps to build strong community and healthcare professional relationships to achieve a dementia-friendly province, while ensuring that people living with dementia, caregivers and the general public are informed, educated and supported.

This role reports to **Manager, Community Services**.

Title: Support & Education Coordinator, First Link, Minds in Motion

Salary range: \$50,400 - \$58,000 per year

Contract: Permanent

Hours: Full time - 35 hours per week

Location: Fraser Region- Hybrid – Preference will be given to candidates who reside within the Fraser Region, as travel within this area is required.

Key Responsibilities

- As needed, coordinate the delivery of standardized workshops for caregivers, people living with dementia and the public in Cantonese.
- As needed, coordinate the delivery of support groups for caregivers and people living with dementia within the Chinese community
- Work with the team to recruit and supervise volunteers for a variety of roles within the Chinese service focus. Utilize Society accepted best practices to train, manage, evaluate and recognize support and education volunteers.
- Develop and maintain relationships with health care professionals, allied health professionals and other stakeholders through presentations, informal and formal contacts and information exchanges to build, maintain and grow the referral network.
- Manage the First Link® referral process so that people are connected to support services early in the disease and throughout the journey.
- Provide one-to-one telephone support to people with dementia and caregivers, ensuring they are offered the Society's information, education and support services.

- Represent the Society at the community level, building relationships with other service organizations, local businesses, politicians and municipalities in alignment with department goals and the Strategic Plan.
- Maintain client records and statistical reports according to Society and legislative policies, procedures and guidelines.
- Develops and manages partnerships with community or seniors' centres in accordance with the Minds in Motion® Partnership Guidelines.
- Facilitates social interaction and encourages involvement in activities that engage people with dementia and their care partners, guided by their needs, abilities and interests.
- Evaluates the ongoing appropriateness of participants in the program and manages the process of transitions from the program with awareness and sensitivity.
- Consults with the fitness instructor and provides assistance during the fitness program if directed by the fitness instructor to assist individual participants.
- Connects participants in the Chinese community to Alzheimer Society of B.C. services and other community resources for people with dementia and their families, as needed.
- Recruits, screens, trains and supervises volunteers to assist in the Chinese-language programs.
- Other duties as required to meet the needs of the role in relation to organizational goals.

About you

You have a post-secondary education or relevant degree in health or social agency. You bring a person-centered and collaborative approach to supporting individuals living with dementia, their caregivers, and the broader community. You are skilled at fostering relationships, managing volunteers, and facilitating programs, always with a focus on inclusivity and respect for diverse backgrounds. You are committed to delivering results with integrity, compassion, and a deep understanding of the Alzheimer Society's mission.

Key Qualifications

- 3 to 5 years of experience in a health or social agency related function or an equivalent combination of education and experience.
- Knowledge and lived experience in the Chinese communities and with persons living with dementia.
- Experience providing support and information in a human services environment.
- Experience developing and building community connections.
- Knowledge and experience with group facilitation and peer support interventions.
- Knowledge and experience with dementia, understanding of related issues.
- Experience in presenting structured education is an asset.
- Volunteer management training/experience.
- Diploma in Recreational Therapy is an asset.
- Proven leadership abilities and ability to work independently.
- Excellent interpersonal and customer service skills.
- Strong organizational and time management skills.
- Must be fluent in English and Cantonese; Mandarin fluency an asset.
- Must have access to reliable transportation.
- Regular travel within the Fraser Region service area (Burnaby, Coquitlam, Surrey, Abbotsford, etc.) and occasional travel to regional and provincial meetings is required.
- Some evening and weekend work may be required. Flexibility regarding scheduling is expected.

Technical Qualifications

- Working knowledge of Microsoft Office and Teams.
- Ability to lift and move equipment used in the Minds in Motion® program.

About us

As a member of the team, you will have access to a wide range of employee benefits, including

- Flexible work environment including condensed work week options and hybrid work options.
- Generous paid time off (4 weeks' vacation, 2 personal days, and 13 paid public holidays).
- Comprehensive employee health benefits including Health Care Spending Account, group RRSP, and Employee Assistance program for you and your dependents.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity. Please include your salary expectation.

Human Resources
Alzheimer Society of B.C.
300 – 828 West 8th Ave
Vancouver, BC V5Z 1E2

humanresources@alzheimercbc.org

**This posting will remain open until the position is filled.
We encourage you to apply as soon as possible.**

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and about First Link® and the Dementia Helpline, visit www.alzheimercbc.org



The Standards Program Trustmark is a mark of Imagine Canada used under license by the Alzheimer Society of B.C.