

Lead Volunteer Position Description

Tuesday, September 08, 2020

Position Title: Lead Volunteer Support Group Facilitator

Reports To: Clinical Manager

Position Summary: Support the Alzheimer of Durham Region's (ASDR) mission and lead a discussion-based Caregiver Support Group of care partners, family members and friends who are affected by Alzheimer's disease or a related dementia. As the lead, you are responsible for creating a professional safe and comfortable environment conducive to learning and sharing among participants to discuss their caregiver journey.

Roles, Responsibilities and Tasks

- Facilitate or co-facilitate monthly Care Partner Support Groups both virtually and/or on-site and/or in the community
- Adhere to ASDR policies and procedures
- Provide a safe and welcoming environment for care partners to engage in open sharing
- Set up room and coordinate logistics
- Complete COVID-19 Health and Safety Procedures and tracking for attendees
- Complete necessary documentation including attendance and debrief with supervisor relating to established support group criteria (see attached)
- Provide ASDR staff or supervisor with regular client updates and/or any changes to group meeting dynamics or scheduling

Skills, Knowledge and Competencies:

- Knowledge of dementia and the implication for those caring for someone with the disease
- Personal or professional experience with those who have dementia and/or their families would be an asset
- Experience as a care partner is an asset
- Education in Social Sciences is an asset
- Proficiency in English with excellent communication skills
- Computer proficiency with an understanding of Zoom platform
- Experience in group facilitation
- Professionalism / boundary setting as support group facilitator
- Respect for diversity, cultural awareness and sensitivity
- Empathy, flexibility, adaptability and ability to take initiative
- Ability to work independently and reliably

Requirements:

- Recent and clear Vulnerable Sector check (police check), updated every three years
- Use of personal computer and internet usage

Environment / Conditions:

- Interacting with care-partners of persons living with dementia
- On line and in person (community based)
- Shifting environment, each session and location may shift from community to virtual

Training/Orientation:

- General orientation about dementia and Alzheimer's disease, customer service, and program policies
- Position specific training on caregiver support group facilitation
- On-going support, supervision and assistance from ASDR staff
- Volunteer Infection Prevention and Control training

Dates and Time Commitment:

- Minimum commitment: six months
- Attend all required Care Partner Support Group Facilitator training, information meetings, and scheduled sessions
- Participate in facilitation mentorship/shadow shift
- Complete personal review of materials and preparation as required
- Support groups are offered monthly, approximately two hours in length
- Travel and set up/clean up time is required for in person community based groups

Benefits:

- Join a welcoming and dynamic ASDR volunteer community
- Gain knowledge regarding Alzheimer's disease and related dementias.
- Receive training and several weeks of mentorship related to group facilitation
- Increased personal understanding of ASDR programs and services
- Sense of satisfaction and fulfillment
- Knowledge that you are playing an integral role in helping those who are struggling to cope with Alzheimer's disease or related dementias.
- Knowledge that you are aiding the Alzheimer Society in being able to offer a variety of specialized support groups.
- Independence and autonomy to run a group.

Contact Information:

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