

Administration Volunteer

Mission, Vision, Values

Our Mission:

To advocate for and with people living with dementia and their care partners and provide access to a diverse range of appropriate resources and supports. Particularly, to alleviate the personal and social consequences of Alzheimer's disease and other dementias and to promote research.

Our Vision:

A community where individuals with dementia and their care partners are fully supported to maximize their quality of life and well-being. Ultimately, a world without Alzheimer's disease and other dementias.

Values: CARE

Collaboration

We continually seek new opportunities for collaboration with all stakeholders to enhance the range of coordinated services available to meet the needs of this unique population and educate the public.

Accountability

We believe in openness and transparency. We are accountable for our actions and decisions to those we serve and to those who fund and support our organization.

Respect

We value commitment, integrity and consistency. Dealing fairly, acting ethically and showing respect are cornerstones of our future growth and success.

Excellence

We are committed to innovation and sustainability. We are leaders in the development and delivery of services that use a holistic, client-centered approach that is inclusive of all care partners involved and take into account all aspects of well-being for those being served.

Role Description

Title: Administration Volunteer
Location: ASNR Office
Assigned Supervisor: Receptionist; Coordinator of Volunteer Programs
Time Commitment: Flexible within the office hours of 8:30 a.m. until 4:30 p.m.,
Monday through Friday

Role Summary

Administration volunteers assist with the day-to-day functions of the Alzheimer Society. The Administration Volunteer will perform a variety of tasks depending on project deadlines in the ASNR office. This will include administrative tasks as assigned by the Receptionist or the Coordinator of Volunteer Programs. This position extends the resources for the ASNR to better assist and directly impacts our clients and their needs.

Primary Responsibilities

- Assist with mailings (folding, envelope stuffing, labeling, postage, etc.).
- Assist with photocopying, document preparation and compiling information packages.
- Support data entry in database systems.
- Assist with information distribution (examples phone calling, sending emails, community outreach).
- Maintaining and refilling education materials, packing kits, shredding, flyers and brochures.

Qualifications

- Ability to communicate with ASNR staff and the public.
- Excellent teamwork skills.
- Comfortable using computers and office equipment or willingness to learn.
- Punctual and dependable.
- Have a sincere interest in working with adults or seniors with a diagnosis of Alzheimer's or dementia.
- Excellent communication and active listening skills
- Strong organizational abilities
- Exhibit patience, compassion and a desire to help clients, care partners and families of the Society.
- Dependable and punctual

Boundaries

- Comply with the policies, and procedures of the ASNR.
- Maintain strictest of confidence with all matters related to ASNR and its clients.
- Health Guidelines must be followed or exceeded.
- Do not give or accept personal gifts from clients, including money.
- Do not give the client or care partner your personal contact information, or that of anyone else.

Screening Requirements

- Complete an application.
- Attend a One-to-one interview.
- Provide two References
- Obtain a complete and clear Police Vulnerable Sector Check
- Must be 18+ years of age.

Training Requirements

- Orientation to agency, ASNR programs, policies, and procedures
- Online ALZEducate Modules, AODA and WHMIS training
- Completion of Volunteer Workshop

Benefits

Volunteer

- Completion and certificates of training programs
- Use your professional skills in a new setting.
- Meet other people who share your interests and passions.
- Learn new skills and discover new talents.
- Build your network and establish contacts in your field of interest.
- Support a cause that you believe in.
- Work with other members of the team to achieve a specific goal.
- Develop new and transferable skills.
- Reference available upon request
- Annual Volunteer appreciation events and acknowledgement of service

Society

- Help make life better for those living with dementia.
- Work towards creating dementia-friendly communities.
- Improve the quality of life for persons living with dementia, their care partners, and families.

Community

- Encourage community connections.
- Help improve the quality of community life.
- Work to alleviate the personal and social consequences of Alzheimer disease and related dementia.

Challenges

- Everyday risks or discomforts typical of an office environment will require safety precautions including the use of safe work place practices with office equipment, proper ergonomics, etc.
- Physical demands representative in this role may include periods of visual concentration; extended periods of sitting in a stationary position, and standing.
- Equipment is utilized which is common to the office work environment (examples include computer, printer, photocopier, multi-line telephone, fax machine, elevator etc.).
- Completing Police Vulnerable Sector Clearance.

Evaluation

The Coordinator of Volunteer Programs will be responsible for providing feedback to the volunteers in such a way that will allow the volunteer to grow and learn as part of their role. Once per year, volunteers who volunteer in this role in an ongoing capacity or in service for more than 1 year will partake in an annual review with the Coordinator of Volunteer Programs. If a volunteer with less than 1-year requests annual review one will be provided.

Success

The Society acknowledges the contributions of volunteers using methods of recognition that are meaningful and respectful of cultural differences and are committed to continuous quality improvement, which can be best achieved by encouraging feedback.

Recognizing the hard work and dedication of volunteers is very important to the Society.

Volunteers will receive ongoing support and regular recognition in various ways.

Risk Assessment

A Risk Assessment of this role has been completed. In keeping with our Risk Management Framework every effort has been made to ensure the safety of the volunteer, client, care partners and staff during the engagement of this role.

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

*Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services become the reality.*

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Organization welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis,

Société Alzheimer Society

NIAGARA REGION

Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

We respect your privacy. The Alzheimer Society collects your personal information to help identify and align suitable volunteers and opportunities. Only authorized Alzheimer Society staff and/or volunteers access this information. For more information about our privacy policy, go to www.alheimerniagara.ca