

Recollections 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: Recollections Volunteer
Location: ASNR Office - 1-403 Ontario Street, St. Catharines, Ontario L2N 1L5
Assigned Supervisor: Coordinator of Volunteer Programs
Time Commitment: 8-week session – 2 hours per week (1 with client, 1 editing)

Role Summary

The Recollections Volunteer is to work one-on-one with an individual living with dementia to assist them in completing and creating a lasting 10-to-20-page Life Story book. They are willing to share their time to make a difference in the life of an individual diagnosed with Alzheimer's disease or another dementia. Volunteers meet a client once per week at our offices. Volunteers use interview guides to

explore the person living with dementia's leisure preferences. Using the client preferences and leisure activities questionnaire, a kit is created that can be used for engagement activities during their visits and remains with the client at the end of the program for continued engagement.

Primary Responsibilities

- Engage client through socialization and meaningful activity kit for program duration.
- Meet with a client at the Alzheimer Society of Niagara Region office once a week.
- Develop 1 page per week of the life story book, using the Recollection Program guidelines and computerized life stories template.
- Compile notes captured from client portion each week in second half of volunteer session into the document ready for review the following week.
- Follow the guidelines in the program outline.

Qualifications

- Have a warm and caring personality.
- Be reliable and flexible.
- Be able to communicate with others on a one-to-one basis in an understanding, caring and sensitive manner.
- Excellent communication and active listening skills.
- Skilled at initiating conversations and engaging clients in social activities.
- Ability to listen objectively and be tolerant of others' cultural, religious or lifestyle beliefs and attitudes.
- Interest in other people and what is important to them.
- Have a sincere interest in working with adults or seniors with a diagnosis of Alzheimer's or dementia.
- Experience working with persons with dementia and their care partners is an asset.
- Strong organizational abilities

Boundaries

- Must not administer medication or provide medication prompts.
- Must not provide clients with any type of personal care or medical advice.
- Must not accept private work and/or gifts from a client, including money.
- Health Guidelines must be followed or exceeded.
- 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
- Review of Recollection Program manual

Benefits

Volunteer

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

Society

- Help make life better for those living with dementia.
- Improve the quality of life for persons living with dementia, and their care partners.

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

- Volunteering independently one to one with a client
- Reliable transportation to ASNR Office
- Completing Police Vulnerable Sector Clearance
- 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.).

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.*

Société Alzheimer Society

NIAGARA REGION

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, 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