Role Profile
Regional Coordinator, Education & Outreach
Digby, Yarmouth & Shelburne

Société Alzheimer Society

NOVA SCOTIA

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Organizational Profile

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The Alzheimer Society of Nova Scotia (ASNS) is the leading not-for-profit organization working to improve the quality of life for Nova Scotians affected by dementia and advance the search for the cause and cure. Since 1983, ASNS has been providing help for people with dementia, their care partners and healthcare professionals – and that help comes in many ways.

Over 600,000 Canadians currently live with dementia, and that number is expected to rise to 1.7 million by 2050. In our province alone, nearly 18,000 Nova Scotians live with the disease, and that number is expected to almost double in the next 30 years. Dementia is the fastest growing healthcare issue of our time.

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.

Lighting Our Future Path: Strategic Intentions 2022-2027

The result of extensive community and interest holder consults, our strategic intentions set a course for 2022-2027. Through execution of this plan, we aim to expand existing services and ensure supports for every stage of the dementia journey, from diagnosis to end-of-life. We intend to support caregivers, in both formal and informal settings, to ensure they are equipped with adequate knowledge, skills, and resilience. We commit to addressing barriers to dementia support, whether they are cultural, geographical, or otherwise. And we plan to work collaboratively with government, healthcare, and sector partners to ensure we amplify the voices of those with lived experience, and ensure we are focused on advocacy issues that matter to them. Read our full strategic intentions document at www.alzheimer.ca/ns/stratplan.

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, performance evaluations, how we manage our day to day and how we 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 accountable for our actions, we lead with personal accountability, and must account to our interest holders 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 conduct 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 interest holders 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 four core organizational functions: Finance & Operations, Programs & Services, Research & Advocacy and Philanthropy. Each department has a Director as lead (reporting to the CEO), with a small management structure underneath. 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 annual goals.

I.D.E.A (Inclusion, Diversity, Equity & Accessibility)

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 interest holders. 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(s) required to facilitate the recruitment process.

Our I.D.E.A strategy is central to our strategic initiatives, and we invest in organization-wide training and development to better support all equity-deserving communities.

Board of Directors

The dedication, enthusiasm and expertise of our Board of Directors makes it possible for us to continue to support Nova Scotians affected by dementia.

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 or care partners are connected to the Alzheimer Society for information, education, support, and referral. 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

- Programs and Services
  https://alzheimer.ca/ns/en/programs-services

- The Landmark Study Report
  https://alzheimer.ca/ns/en/landmark
  https://alzheimer.ca/ns/en/landmark2

The Role

Regional Coordinators are responsible for raising awareness and strengthening the reach and impact of the Alzheimer Society of Nova Scotia. They provide education, outreach, and support to families, healthcare professionals, persons living with dementia, and the general public within their region. Regional Coordinators work within a community-development model, responding to the needs of community members.

Accountability & Relationships

Regional Coordinators report to the Manager of Community Development and work collaboratively as part of a larger Programs and Services team to achieve the strategic directions of ASNS. In addition, the Regional Coordinator works with other staff and volunteers of ASNS and other organizations as appropriate to carry out the responsibilities of this position.

The Details

This is a home-based (remote) position in the region of Digby, Yarmouth, and Shelburne. This is a full-time position, five (5) days/thirty-five (35) hours per week, with core working days and hours of Mondays to Thursdays from 8:30 am – 4:30 pm (60 min lunch) and Fridays from 8:30am – 4:00pm (30 min lunch). Friday hours may be reduced further (8:30am -1:00pm), at your discretion during any week, via the use of our Flexible Fridays initiative. Occasional evening and weekend hours may be required, which is compensated for on a flex-time basis.

Travel to the Halifax-based office is required at least three times per year for in-person meetings (Staff Development Days and the Annual Dementia Care Conference) with additional travel as required. This role will involve regular travel to communities throughout Digby, Yarmouth and Shelburne counties. Given the travel requirements of the position, the successful candidate will require a valid driver's license and access to a reliable, insured vehicle. Eligible travel expenses will be reimbursed in accordance with the Alzheimer Society of Nova Scotia's travel policy.

A laptop is provided as are general stationary items such as paper, file folders and writing instruments as needed. Please note that as a condition of employment, all ASNS employees are required to possess a smart, employee-owned cellular device for limited work-related purposes. The primary purpose is for use of Microsoft's Authenticator app to access ASNS systems, and for which employees receive a monthly allowance (currently $25 per month).

A home office requires secure and reliable internet connectivity as well as privacy. Office furniture is not provided for home offices; however, a stipend is provided to offset costs related to internet and furniture.

ASNS offers competitive salaries, a group RRSP plan, a comprehensive benefits package including an employee assistance program, a professional development allowance and support from a staff Wellness Committee.

Key Areas of Responsibility

1) Community Networking

- Develops and maintains relationships with key community members including healthcare facilities, local government, service groups, etc. to raise awareness and offer programs;
- Regional lead for the Annual IG Wealth Management Walk for Alzheimer's.

2) Public Education & Awareness

- Delivers education sessions to the general public as well as specific community and/or healthcare groups;
- Represents the Alzheimer Society of Nova Scotia through public displays and workshops;
- Cultivates relationships and collaborates with those in a position to amplify and elevate the Society's work through our volunteer support network.

3) Program Delivery & Support

- Facilitates (or co-facilitates) one or more Caregiver Support Groups; oversees development, preparation, and delivery;
- Facilitates programming as needed from the Alzheimer Society suite of programs, including public education sessions;
- Provides information as needed and requested to community members on behalf of the Society;
- Liaises with community partners as needed in the delivery and promotion of programs.

Key Competencies

1) Community Engagement

- Communicates and collaborates with persons living with dementia, their care partners, healthcare professionals, community champions and the general public;
- Works within a well-established local network to raise awareness of dementia and the role of the Alzheimer Society of Nova Scotia;

2) Teamwork

- Coordinates well with other members of the team (and wider organization) to meet team and organizational goals;
- Seeks advice and collaborates with others as needed;
- Recognizes different ways of working and the need for flexibility.

3) Communication

- Possesses excellent verbal and written communication skills;
- Demonstrates empathy and respect; and possesses skills in active listening;

4) 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.

5) I.D.E.A (Inclusion, Diversity, Equity, Accessibility)

- Displays empathy and understanding related to the complex realities of communities and populations experiencing barriers to equitable health care, and discrimination in general;
- Aware of own culture and is open to explore issues of unconscious bias;
- Possesses enthusiasm to learn about and understand diverse behaviors, values, and attitudes;
- Understands how one's own position can support the improvement of systems and relationships that support equitable health outcomes for all Nova Scotians.

The Ideal Candidate

Education & Experience

- Minimum of 5 years relevant experience in the field of social work, community services, healthcare, education, or an equivalent combination of education and experience;
- University degree in Education, Social Work, Community Services, Gerontology, Public Health, Health Administration, Disability Studies, or equivalent experience;
- Demonstrated experience working with equity-deserving communities;
- Demonstrates knowledge and application of person-centered philosophy, problem-solving strategies, and confidentiality;
- Experience developing relationships with community groups and organizations;
- Experience in group facilitation (education sessions, caregiver support groups, public presentations), including virtual facilitation;
- Proficiency using the Microsoft Office Suite (Teams, Word, Excel, and PowerPoint) and Zoom platform;
- Experience working with databases an asset;
- Knowledge of Nova Scotia's health system, Alzheimer's disease and other dementias, health charity/not-for-profit environment a definite asset;
- Experience in the delivery of U-First! training an asset;
- Verbal proficiency in a second language an asset.

Attributes

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

Appendix 1: Media Posting

Regional Coordinator, Education & Outreach
Digby, Yarmouth, Shelburne

Are you passionate about supporting Nova Scotians affected by Alzheimer's disease or other dementias? Are you seeking an opportunity to have impact in your region and its communities? The Alzheimer Society of Nova Scotia (ASNS) is seeking a new team member to work with our dedicated Programs & Services team.

The Alzheimer Society of Nova Scotia (ASNS) is the leading not-for-profit 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 40 well-trained, committed, hardworking staff, in the areas of Finance & Operations, Programs & Services, Advocacy & Research, and Philanthropy. We are now seeking a Regional Coordinator for Digby, Yarmouth, and Shelburne to join our team.

Reporting to the Manager of Community Development, the Regional 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. As part of a larger, focused team, the Regional Coordinator will bring their university-level education or equivalent knowledge and experience in the fields of social work, healthcare, dementia, 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 groups connected to the Society is key to this position. As this position will include regular travel to communities throughout Digby, Yarmouth and Shelburne, candidates should reside within reasonable commuting distance of the communities served.

To learn more about this exciting opportunity, visit www.alzheimer.ca/ns/careers for a full role profile.

ASNS offers competitive salaries, a group RRSP plan, a comprehensive benefits package, an annual Education Allowance, an Employee Assistance Program and Wellness Committee initiatives. The annual salary band for this position is $59,700 to $ 61,700.

To apply, **please send a resume and cover letter as one PDF document** to Beth Bennett, Manager of Community Development at beth.bennett@asns.ca and Human Resources, hr@asns.ca. Your cover letter should include a description of how your skills, education, and experience make you a good candidate for this position. To help us understand which recruitment channels are most effective, please let us know where you heard about this opportunity when submitting your application. **This posting will remain open until the position has been filled**.

ASNS is an equal opportunity employer. We are committed to fostering an inclusive, accessible environment, where all staff, clients, donors, volunteers, and partners 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 encourage applications from all qualified candidates including Indigenous Persons, Black/African Nova Scotians, members of racially visible communities, persons with disabilities, persons of a minority sexual orientation, gender identity and/or expression, and/or language minorities. All qualified applicants will be considered and we encourage applicants from diverse communities to self-identify in their cover letter.

Please request any accommodation(s) required to facilitate the recruitment process by contacting human resources at hr@asns.ca and we will do our best to support you. You may provide as much or as little information as you are comfortable sharing. Requests will be handled respectfully and confidentially.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.