

Position Description

Position: Program Manager

1. Authority:

The Program Manager (PM) is responsible for developing, implementing, and evaluating education and support programs for people with dementia, families, and education of health care professionals in Saskatchewan. The Program Manager will provide leadership to meaningful engage people with dementia and families in the programs and services of the Alzheimer Society of Saskatchewan.

This position reports to the Director of Programs and Services (DPS).

Resources provided to this position include:

- Volunteers and financial resources required to implement the support and education objectives of the organization.
- Financial support and time off for professional development and membership in professional organizations will be provided and based on a learning plan that is developed and negotiated between the PM and the DPS.

2. Limitations to Authority:

The PM fulfills the responsibilities and expectations of this position within the parameters of the limitations identified below, the Strategic and Operational Plan of the Alzheimer Society of Saskatchewan (ASOS) and their individual Staff Work Plan.

The PM may not:

- Develop or deliver programs and services that are not agreed to in the strategic, operational or work plans.
- Expend more operational funds than are included in the approved budget for the year
- Expend funds on programs, activities or events not included in the operational plan
- Fail to report any anticipated or current risks to the support and education plans that might have a significant impact on the organization
- Impose work responsibilities or expectations on any staff member that have not been negotiated, agreed, and contained within their position description
- Hire or terminate staff

3. Responsibilities:

3.1 Education opportunities and Support Groups for People with Dementia and Families

- Provides leadership in the delivery of Alzheimer Society education and support programs
- Works with the Programs and Services team to assess the education and support program needs of people with dementia and their caregivers
- Work collaboratively with the Programs and Services team to plan, develop, promote, deliver, and evaluate Society programs i.e. Learning Series, Evenings of Education,

Taking Control of Our Lives, U-First! for Care Providers, Support Groups and Minds in Motion.

- Oversees the Programs and Services team to develop procedures for support and education events for people with dementia and families.
- Ensures all curriculums are evidence-informed and incorporate the principles of Dialogue Education.
- Leverages technology to increase the reach of education and support programs to rural and remote
- Prepares and monitors budgets for education and support group initiatives.

3.2 Education for Health Care Professionals

- Oversees the development, promotion, delivery, and evaluation of the U-First! for Health Care Professionals.
- Oversees the identification and promotion of evidence-informed, CME credited education programs to physicians and others who diagnose and treat dementia to increase knowledge about diagnosing and the benefits of referring to the Alzheimer Society First Link program.
- Oversees the development, delivery, and evaluation of education sessions for students in post secondary health related education programs
- Prepares and monitors budgets for education of health care professionals

3.3 Educational Resources

- Assesses, develops, and reviews Alzheimer Society of Saskatchewan created materials including but not limited to Legal and Financial Issues, Meaningful Activities, etc.
- Oversees the maintenance of the print materials inventory.
- Updates and maintains the resource/video library and dementia resources lists.
- Monitors budgets for educational resources.

3.4 Meaningful Engagement of People with Dementia and Families

- Coordinate the Leadership Group of People with dementia, including recruitment, and meeting organization and logistics
- Engage people with dementia and families in the development, delivery, and evaluation of Alzheimer Society programs

3.5 Monitoring/ Evaluation

- Collect, maintain and report required quantitative and qualitative data to support province-wide monitoring, evaluation, and reporting

3.6 Service Delivery Standards and Quality Improvement

- Maintain confidential, accurate and current client records, including complete and thorough documentation for each education program and support group, in compliance with relevant privacy legislation and in accordance with professional standards and internal policies
- Maintains statistical and evaluation data and reports for all education programs and support groups
- Ensure that client consents, privacy, and confidentiality are maintained in compliance with legislation, professional standards/ regulations and internal policies

- Maintain an advanced level of knowledge of Alzheimer’s disease and other dementias, including clinical manifestations, behaviours, current care practices, treatment options, placement options, available community resources, and all relevant legislation
- Assist with the development and maintenance of policies, procedures and resources to support the delivery of education programs and support groups.
- Participate in knowledge transfer and exchange and collaborate with Alzheimer Society of Saskatchewan to support the delivery of best practices and ongoing quality improvement

3.6 Other

- Serves as a back up to the First Link Care Navigators as needed
- Works with the Programs and Services team to develop, implement and evaluate staff and volunteer education.
- Participates as a collaborative member of the Alzheimer Society Programs and Services team, resources and participates in provincial program planning; provides input and information to Resource Centre programs and activities.
- Participates on advisory committees, and interest groups as directed by the Director of Programs and Services.
- Engages in education opportunities, meetings and other duties as requested by the Director of Programs and Services.

4. Expectations

- Maintain a valid membership with appropriate professional association
- Monitor relevant budgets and provide projections and variance explanations to the DPS
- Achieve objectives and key actions as identified in the PM Work Plan.

The Program Manager is also expected to:

- Embrace the vision, mission and values of the ASOS
- Maintain, promote and develop teamwork within the ASOS
- Ensure that all relationships between the FLCN and clients, volunteers, members, sponsors and strategic partners are transparent and collaborative.
- Undertake ongoing job-related personal growth, development and competency through participation in courses, workshops and/or conferences.
- Use the Society database (eTapestry) to record all program activity and data as required, following data standards.
- Submit the following written reports:
 - Monthly time sheet
 - Monthly expenses
 - Monthly update
 - Quarterly report
- Report to the DPS by requesting time off, sick time (reporting), holidays, etc. for approval

5. Accountabilities

- Accountability in this relationship is mutual. The DPS is accountable to the PM for providing the authority, resources and support that is required for the successful realization of the responsibilities of this position. The PM responsible to the DPS for

fulfilling the responsibilities and expectations of the position, within the limitations of authority established. The performance of the PM, and the components of this position description will be reviewed annually by the DPS and will include:

- A review of the authorization and resources provided to the PM
- A review of PM performance towards the responsibilities and expectations of the position and the progress towards the tactical objectives and personal objectives identified
- Negotiation of tactical and personal objectives and plans for personal development for the coming year
- A review of the authorization and resources required for the coming year
- A review of the current salary of the PM

Program Manager : _____ Date: _____

Director of Programs and Services: _____ Date: _____