

Société Alzheimer Society

NOVA SCOTIA

Caregiver Support Group Facilitator Position Description

Purpose of the Position

To facilitate and oversee a safe and supportive group environment where caregivers develop meaningful connections, experience a sense of belonging and gain a better understanding and knowledge of dementia. Our support groups operate on an information and mutual aid model and are based on the philosophy that people with similar issues are in a unique position to offer support to others on the same journey.

The support group facilitator will provide information and support consistent with the philosophy and vision of the Alzheimer Society of Nova Scotia (ASNS).

Responsibilities

- Oversee and guide support group meetings at a time and place agreed upon by group members and make all other necessary meeting preparations
- Create and maintain an open, safe and supportive group culture
- Provide group members with information about dementia and its progression, caregiving, increasing personal resiliency, health system navigation and community resources
- Adhere to ASNS volunteer policies and participate in evaluation processes as needed (for example respecting privacy and confidentiality)
- Work with Education & Support Coordinator to promote, recruit and plan initial meeting
- Ensure support group members fill out the ASNS Caregiver Support Group Welcome Kit and send registration forms back to the ASNS Education & Support Coordinator
- Work with the ASNS Education & Support Coordinator to ensure a current list of community resources is available for the group
- Attend volunteer meetings and educational opportunities
- Complete reports, surveys and forms as required by the Society
- Submit attendance register on a monthly basis
- Discuss potential partnerships with other agencies with the Alzheimer Society before entering into agreements

Time Commitment

Approximately 4 hours per month for a period of at least one year

Reporting Relationship

Support Group Facilitators report to the assigned ASNS Education & Support Coordinator and/or ASNS Provincial Office.

Boundaries and Limitations

- The Support Group Facilitator is a representative of the Alzheimer Society of Nova Scotia
- Information and support is provided as described under the duties contained in this job description.
- Refer participants to the Alzheimer Society Support and Education staff responsible for your region for additional information, support or services
- The Support Group Facilitator will use information provided by the Society in the manual, and other resources approved or provided by the ASNS

Skills and Qualifications

- Experience caring for a person with dementia as a family caregiver, or a professional caregiver or have relevant experience supporting a person with dementia
- A basic knowledge and understanding of dementia, and the impact it has on the person and their families
- Friendly, with an ability to respond with empathy and compassion
- Excellent listening and interpersonal skills
- Personal maturity and a belief in self-help values
- Good time management skills
- Basic computer skills an asset (email, word, excel)
- Satisfactory Criminal Record and Vulnerable Sector Check to be reimbursed by ASNS

Orientation

An Alzheimer Society of Nova Scotia staff member will provide orientation to the Support Group Program. Each Support Group Facilitator will be given a manual, and other Alzheimer Society resources.

- The Support and Education staff responsible for your region or the provincial office is available to provide ongoing support and to visit and make presentations to the Support Group from time to time.

Benefits

- Participate in the creation of a community of caregivers that is informed about Alzheimer's disease, community resources and how to access them
- Become a valued member of the Alzheimer Society of Nova Scotia volunteer team and will be recognized at Alzheimer Society volunteer appreciation functions
- Ongoing education opportunities
- Enrich the lives of others
- Participation in the Annual ASNS Conference