

Title of the ministry position: Side by Side Coordinator

Responsible to: Formally to the Personnel Committee of the Session. Functional oversight provided by the Minister of Congregational Care and the Pastoral Care Coordinator.

Goals of the ministry: To coordinate a program that provides fellowship to participants living with symptoms of dementia, and to walk alongside them at the Side by Side Program so that the primary caregiver can enjoy a respite time with confidence.

Roles, Responsibilities, and Tasks:

- Plan and oversee a weekly Side by Side program to ensure that participants enjoy a variety of meaningful activities in a warmly welcoming social environment.
- Coordinate space and non-volunteer resource people (e.g. Brain Gym instructor, Music Therapist).
- Support activity leaders to ensure that supplies for activities and nutrition are obtained, and that backup is provided when a leader is away.
- Ensure that the program space is set up and ready each week, and that the space is returned to its original state at the end of the program.
- Recruit and coordinate volunteers to ensure that participants are adequately supported.
- Ensure that Volunteer Interest forms are completed to facilitate matching with participants.
- Regularly communicate with volunteers to ensure they are equipped to perform their respective roles, to learn of any observed changes in participants, and to encourage and appreciate.
- Complete intake interviews with participants and caregivers to ensure fit and determine areas of interest to be taken into account in planning activities and matching to a volunteer companion.
- Regularly communicate with caregivers any observed changes in participant levels of interaction or participation. Provide caring contact that is sensitive to the caregiver's stress level.
- Review accounts to ensure that expenditures are within budget.
- Provide regular reports to session, and communicate with the congregation via the church newsletter.
- Ensure that the Side by Side program complies with Leading With Care policies to ensure the safety of all taking part, and particularly of any vulnerable adults in our care.

Length of appointment: Indefinite.

Personal traits and gifts required: Program coordination requires organization, attention to detail, creativity, strong written and oral communication skills, insight, patience, kindness, sensitivity, and a firm belief in the intrinsic value of participants, caregivers, and volunteers as loved children of God. It is important to be attentive to the needs of all who are taking part in the program and to be able to balance needs appropriately to ensure the safety and well-being of each person. The coordinator needs to understand the needs of people living with dementia, either through formal education or through work, volunteer, or personal experience.

Training to be provided: Volunteers are required to complete the “Dementia Basics Online” course provide by the Alzheimer Society of Calgary at:

<http://www.alzheimercalgary.ca/find-support/sessions-and-workshops/dementia-basics-online>

The Alzheimer Society of Calgary provides a Certificate upon completion of the online course.

Orientation available: Prior experience as a Side by Side volunteer. Coaching and mentoring provided by prior Program Coordinator, Minister of Congregational Care and Pastoral Care Coordinator.

Support and supervision provided: Support and supervision provided by the Minister of Congregational Care and the Pastoral Care Coordinator as needed.

Mandatory activities:

Screening process used in the selection: Interview to determine a) level and type of experience with persons with dementia, b) ability to understand the needs of the participants, care partners, and volunteers, c) planning and organization skills, and d) personal suitability

Schedule and Commitment: Between eight and sixteen hours per week to plan and prepare the weekly program, ensure that sufficient volunteers are available to support the program, recruit volunteers as needed, conduct intake conversations with care partners as needed, communicate with care partners and volunteers regularly, weekly attendance for the full day of programming.