



Interfaith Volunteers Dementia Support Coordinator Job Description

Position Summary:

The Dementia Support Coordinator will be responsible for providing support and outreach to persons with dementia and their caregivers through the Time for You Dementia Respite Program and other support services. This person will collaborate with community partners to identify and meet ongoing community needs. This is a part-time position, working 25 hours a week, occasionally called upon to work additional hours.

Reports to: Director

Duties & Responsibilities:

The duties described below are not an all-exhaustive list and other duties may be assigned as needed.

- Coordinate the Time for You Dementia Respite Program, providing engaging programs that improve the quality of life for participants.
- Meet with families and participants to complete intake screenings.
- Work with community partners to coordinate the Dementia Caregivers Support Group.
- Participate in community coalitions for dementia.
- Perform community presentations and training, occasional nights and weekends, as needed.
- Ensure proper paperwork is completed by families and maintain an organized filing system.
- Recruit, train, and provide ongoing support and guidance to volunteers.
- Delegate responsibility to appropriate volunteers to ensure that the day-to-day functions and assigned projects are carried out.
- Provides guidance and expertise to volunteers and caregivers.
- Assist in developing policies and procedures for the Time for You program.
- Provides data reports to grantees, board, and committees as needed.
- Attends appropriate training as related to the position.
- Designs and implements press releases, social media posts, event posters, and other communications to ensure ongoing public awareness about the organization.
- Other duties as needed

Skills

- A minimum of 12 months of experience with geriatric patients is preferred.
- LPN/CNA certification preferred.
- Familiarity with grant writing and grant reporting.
- Prior experience working with volunteers in a non-profit setting is preferred but not required.

- Exhibit strong organizational skills, as well as an understanding of faith-based and community-based programs.
- Knowledge and proficient use of technology, including Microsoft Office, and other computer programs as needed.
- Select, develop, and motivate people, creating a positive work and volunteer environment.
- Resolve problems quickly and effectively to determine appropriate courses of action, which are then reported to the Director.
- Exhibit flexibility and possess well-developed interpersonal skills, to serve others with compassion.
- Excel in personal interactions with the staff and volunteers at all levels of the organization, with the ability to work with diverse populations.
- Must be able to keep sensitive information confidential.

Our Time for You Dementia Respite Program provides a safe environment for individuals living with dementia. Interfaith Volunteers require all Time for You staff, volunteers, and participants to be fully vaccinated against COVID-19.

Name: _____

Signature: _____ Date: _____