

### **Volunteer Position Description**

**Title of Position:**

Peer Support Group Facilitator, reporting to the Manager of Volunteer Services.

**Minimum Age:**

20 years and older

**Purpose:**

Facilitate a discussion group of care partners, family members, and friends who are affected by Alzheimer's disease and other dementias. Help to create a safe and open environment for participants to share their stories and learn techniques for improving quality of life.

**Tasks/Responsibilities:**

- Facilitate ongoing Peer Led Support Groups in the Toronto area
- Provide a safe, welcoming and confidential environment
- Clearly state group objectives and ground rules
- Empower participants by discussing the important role they play for themselves and each other.
- Involve participants through invitation and inclusion
- Initiate, clarify and summarize discussions as required
- Connect support group participants through discussion about shared common experiences.
- Foster group cohesion
- Prepare for and deliver education component and or coordinate for external presenters.
- Set up room and coordinate logistics
- Complete support group report including attendance and provide Manager of Volunteer Services with all necessary documentation
- Provide support and guidance to participants, facilitate conversation and encourage problem-solving and support among members

**Skills, Knowledge and Competencies:**

- Proficient in English (verbal and written)
- Excellent communication skills
- Experience in group facilitation is an asset
- Ability to prepare for and deliver education component
- Respect for diversity
- Cultural awareness and sensitivity

- Ability to facilitate language specific/culturally specific groups is an asset
- Effective listening skills
- Empathy
- Flexibility
- Adaptability
- Ability to take initiative
- Ability to work collaboratively with Alzheimer Society staff
- Respect for boundaries of the position

**Required Qualifications:**

- Knowledge of dementia and the implication for those caring for someone with the disease
- Personal or professional experience with those who have dementia and/or their families would be an asset.
- Experience as a care partner is an asset. Past care partners must be out of the caregiving role for a minimum of 2 years
- Education in the social sciences is an asset

**Screening:**

- Application / Resume
- Interview
- Reference Check
- Vulnerable Sector Screening
- Training
- Ongoing evaluation

**Training/Orientation:**

- General Volunteer Orientation
  - Policies and Procedures for the Volunteer Program and Role Specific
- Position Specific Training (2 training sessions, 6 hours each)
  - Training includes (but not limited to): screening tools, boundary setting, group work facilitation skills (role playing), group expectations, group purpose, role of facilitator, navigating the system and caregiver stress.
- Ongoing Support and Assistance from staff including quarterly training sessions.

**Time Commitment:**

- Minimum one year commitment
- Attend all required Peer Support Group Facilitator training, information meetings, and scheduled sessions
- Complete personal review of materials and preparation as required.
- Support groups are offered short term (weekly for 6 weeks), or ongoing (once per month)
- Each support group is two hours plus travel and set up/clean up time

**Evaluation/Success Measures**

The Manager of Volunteer Services will check-in with volunteers after their first session and every 3 months after. Volunteers will be required to report back to the Manager of Volunteer Services after each session and will indicate if they would like to schedule a meeting earlier than the next check-in point.

**Supervision:**

Manager of Volunteer Services will provide support to volunteers in this role. If additional support is required, the Manager of Volunteer Services will arrange for support specific to the volunteers needs.

**Benefits:**

- Join a welcoming and dynamic volunteer community
- Gain knowledge in the field of Dementia and services of Alzheimer Society of Toronto
- Receive training related to group facilitation
- Knowledge that you are playing an integral role in supporting those who are living with Alzheimer's disease or a related dementia
- Reference will be provided upon request and after the completion of 1 year of service

**IF INTERESTED:**

Please submit resume and letter of interest to Nicole Paton at [npaton@alz.to](mailto:npaton@alz.to).