

## SUPPORT GROUP FACILITATOR JOB DESCRIPTION

### Reports to: Program Director

rev. 8/07

### Description of Position

- Facilitates the exchange of information and support to support group participants

### Major Duties and Responsibilities:

1. Make arrangements for meeting room, date and time and communicate that information to all support group members.
2. Facilitate at least a once per month support group meeting for at least 1 to 1 ½ hours each.
2. Submit completed Monthly Support Group Reports and New Member/Change in Information forms promptly after each meeting to the Program Director or Program Coordinator.
3. Assist family members with specific strategies for handling caregiving situations.
4. Encourage group participants to provide assistance and emotional support to each other.
5. Develop an emergency plan to be implemented by group participants in case of change in meeting date or place due to inclement weather or circumstances.
6. Obtain speakers on issues of interest to support group participants if group members desire speakers.
7. Encourage participants to participate in Chapter activities and programs, such as conferences and annual fundraising events such as the Memory Walk.
8. Contact Chapter promptly following support group meeting with any questions or concerns.
9. Publicize the support group to the community and/or media. All items created to publicize the group must be pre-approved by the Program Director or Program Coordinator.
10. Promptly convey any intended changes in the support group meeting times, location, dates or type of meetings to the Program Director for posting on the Chapter's website and in the support group schedule.
11. Promptly communicate to Program Director any anticipated changes in co-facilitators or their contact information.
12. Adhere to all Alzheimer's Association Affiliation guidelines.

### Job Qualifications:

1. Knowledge of and a willingness to learn about Alzheimer's disease and its impact on families.
2. Pertinent background and/or personal life experience with Alzheimer's disease or a related dementia.
3. Facilitators of specialty support groups are required to have more specific knowledge of or experience with Alzheimer's disease or another specific type of dementia that is specific to the type of support group being held. They must also be knowledgeable about the impact of the disease on the group participants.
4. Should be comfortable with the expression of emotions.
5. Able to separate personal needs of self and members from group needs.
6. Strong listening skills.
7. A sense of humor.
8. Ability to redirect and facilitate discussion.
9. Willingness to complete the Alzheimer's Association affiliation support group facilitator training within a reasonable timeframe.
10. Willingness to commit to working for at least one year as an affiliated Support Group Facilitator