

Oregon Chapter

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| POSITION TITLE: Support Group Facilitator |
| STATUS: Volunteer |
| REPORTS TO: Support Group Coordinator |

GENERAL SUMMARY:

Facilitates or co-facilitates the exchange of information and support to group participants on a monthly basis.

POSITION TERM LIMITS:

A minimum of one calendar year to ensure consistency for participants.

ESTIMATED TIME REQUIRED:

2 hours per month plus preparation time.

ESSENTIAL JOB FUNCTIONS:

Responsibilities

- Submit the Support Group Facilitator Volunteer Application, Conflict of Interest and Confidentiality Statement to the Oregon chapter office
- Complete a yearly Affiliation Agreement between the support group facilitator and the Alzheimer's Association of Oregon
- Complete the required Support Group Facilitator Training class
- Submit monthly attendance sheets to the chapter office in a timely manner
- Make arrangements for support group meeting room (and refreshments if desired)
- Facilitate discussion about specific strategies for families handling caregiving situations
- Refer group participants to the Alzheimer's Association for assistance, community referral, care consultation, or educational opportunities as needed
- Notify the chapter office of support group meeting changes in a timely manner
- Ensure confidentiality within the group. Group member names and addresses are confidential and can only be released to the Alzheimer's Association
- Work in positive partnership with the Alzheimer's Association
- Conduct group meetings in accordance with policies and procedures outlined by the Alzheimer's Association of Oregon
- Inform the Alzheimer's Association of any questions and/or concerns related to the support group

Qualifications

- Knowledge of and willingness to keep current on information about Alzheimer's disease and its impact on families
- Pertinent background and/or personal experience with Alzheimer's disease
- Comfort with the expression of emotions
- Ability to separate personal needs and group needs
- Strong listening skills
- Sense of humor
- Ability to redirect and facilitate discussion

Training

- Must attend the Support Group Facilitator Training class. Class content includes: an overview of the mission and resources of the Alzheimer's Association, affiliation guidelines, how to start an Alzheimer's support group, group process, group dynamics, group maintenance, and tips to marketing your support group.

Working Conditions

- Publically assessable meeting location
- High volume of public contact
- Travel by car to attend meetings
- Work may be stressful due to the specific nature of the disease and tremendous responsibilities associated with caregiving

Equipment

- Telephone
- Photocopier availability
- Access to media equipment as needed
- Access to internet and e-mail for communication is helpful

Support Groups in Facilities – Additional Qualifications

- Staff support group facilitator employed by facility for a minimum of 6 months
- Ability to facilitate support group for a minimum of 12 months
- Facility in operation and in good standing for at least one year
- Lack of existing support group within 5-10 mile radius or existing support group exceeds 15 members