

Oregon Chapter

POSITION TITLE: Support Group Survey Project Coordinator
STATUS: Volunteer
REPORTS TO: Support Group Coordinator

GENERAL SUMMARY:

Assess needs of support group participants and quality of Oregon support groups by conducting a statewide Alzheimer's support group participant survey.

POSITION TERM LIMITS:

A minimum of six months to complete survey project

ESTIMATED TIME REQUIRED PER WEEK/MONTH:

Flexible hours with a minimum of four hours per week

ESSENTIAL JOB FUNCTIONS:

Responsibilities

- Agree to and sign a Conflict of Interest and Confidentiality Statement
- Work in collaborative partnership with Support Group Coordinator to develop and implement a support group survey tool and survey process
- Develop applicable correspondences to support group facilitators, support group participants and regional directors
- Prepare all survey materials for mailing and/or for distribution at support group meetings
- Survey Oregon Alzheimer's support group participants by:
 - Mailing and/or calling support group participants
 - Attending local support groups meeting
- Make arrangements with support group facilitator's in advance of attending community support groups
- Ensure confidentiality of support group participants and all information gathered from the survey
- Input survey results into a spreadsheet or database
- Work in positive partnership with the Alzheimer's Association
- Act in a professional manner that assures confidentiality
- Prepare reports and provide general feedback from the field
- Other tasks as assigned

Qualifications

- An interest in helping others, serving the community and a strong sense of commitment and responsibility
- Pertinent background and/or personal experience with Alzheimer's disease
- Strong communication skills (written and oral)
- Ability to take initiative and work well independently
- Professional, kind and compassionate demeanor
- Good telephone and face-to-face presence
- Proficiency with all Microsoft Office programs (including Excel)

Training

- Compliance with Association policies and procedures, including signing statements of confidentiality and conflict of interest.

Working Conditions

- High volume of public contact
- Travel by car to attend support group meetings in a variety of settings (must have own vehicle and auto insurance)
- Normal office environment

Equipment

- Telephone
- Copier
- Computer
- Fax machine
- Postage machine