

Support Group Facilitator *Job Description*

OUR MISSION STATEMENT

The Alzheimer's Association, Western New York (WNY) Chapter is dedicated to providing assistance to persons with Alzheimer's disease or a related disorder, their families and caregivers, and to supporting research into the cause, prevention, treatment and cure of Alzheimer's disease and related disorders.

Major Duties and Responsibilities

1. Attend initial facilitator training program before group start-up as well as the annual support group facilitator seminar.
2. Make arrangements for a meeting room, and advertise the existence of the group to the community at large.
3. Maintain and submit monthly attendance records, and assist with annual participant evaluations.
4. In conjunction with the Chapter, assist family members with strategies for handling caregiver stress, and encourage participants to provide assistance and emotional support to one another.
5. Have Chapter-provided information available at all meetings, and update participants of Chapter activities, programs and fundraising events.
6. Establish and maintain monthly meeting format and record keeping (time, place, agenda, submission of monthly reports).
7. Assisting prospective and new members in determining appropriateness of group match; redirect to other groups or services when necessary.
8. Inform the Alzheimer's Association in advance of any changes in group facilitators, time or location of group meetings.
9. At each meeting, establish the role of the facilitator and emphasize confidentiality.
10. Contact the Alzheimer's Association with any questions or concerns.

Qualifications

- Experience with dementia as a family member or health care professional.
- Able to be empathetic and separate personal needs from group needs.
- Apply strong listening skills and effective communication skills.
- Ability to redirect and facilitate discussion as well as fulfill the duties and responsibilities as mentioned above.
- Commitment to promote the mission and services of the Chapter and willingness to learn and keep current on Alzheimer's research, public policy, community services, etc.

If you would like further information regarding becoming a support group facilitator or to apply, either download the application available at www.alz.org/wny or call the Alzheimer's Association, WNY Chapter at (716) 626-0600 / (800) 272-3900.