

# Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## The Social Programs – Group Assistant (Volunteer Position Description)

### Position Summary:

A Group Assistant is a volunteer position that plays a key role in supporting persons living with early-stage dementia and their care partners by assisting in welcoming, engaging, and facilitating inclusive group sessions. **The Social** Program will provide opportunities for social interaction, peer support, and meaningful conversation in a safe, stigma-free environment.

Group Assistant will work collaboratively with Alzheimer Society staff to plan and deliver **The Social** Program, ensuring participants feel valued, supported, and connected.

**Objective:** To assist in organizing and facilitating **The Social** sessions that provide persons living with early-stage dementia with opportunities for social connection, peer support, and meaningful engagement in a safe and welcoming environment. Group Assistant (volunteers) help foster inclusion, reduce stigma, and encourage positive interactions between participants.

### Responsibilities & Tasks:

- Welcome and assist the participants and help create a supportive, friendly atmosphere.
- Facilitate conversations and activities that encourage social engagement.
- Assist the program facilitator in preparation/setup and cleanup.
- Assist the Program Facilitator with necessary infection control precautionary measures i.e., cleaning, disinfecting, etc.
- Assist members with wayfinding throughout the program space e.g., program rooms and washrooms
- Assist/support members within 1:1 and group programming to be successful
- Assist the Program Facilitator with 1:1 and group-based programming
- Submit attendance after each session along with any notes when concerns about a participant arise or when a participant demonstrates noticeable positive changes (e.g., increased engagement, improved mood, or higher participation than usual).
- Distribute and collect participant surveys at the end of sessions & share participant feedback or concerns with the Program Facilitator (SPC).

### Qualities and Skills:

- Friendly, approachable, and respectful, and passionate.
- Strong interpersonal and communication skills.
- Comfortable leading or guiding group conversations/activities.

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- Reliable, punctual, and able to commit to regular volunteer shifts.
- Patience, empathy, and sensitivity to the needs of persons living with dementia and their care partners.
- Willingness to listen, learn, and adapt.
- Be fit to assist and support a 3 hour programming with an hour of setup/cleanup.

## **Training:**

- Volunteer Orientation session
- AODA
- ALZeducate Modules
  - Overview of Dementia
  - Supporting Communication
  - Dementia 103: Behaviours
  - Dementia Friendly Communities
  - The Landmark Study
- Job-specific training/shadowing with Social Programs Coordinator
- Ongoing mentorship and check-ins with the Social Programs Coordinator

## **Benefits:**

- Develop new skills.
- Meet new people.
- Give back to your community.
- Create meaningful connections.
- Gain knowledge about dementia.
- Gain supports in achieving your goals.

## **Boundaries:**

- Group Assistant (Volunteers) provide social support and assist in facilitation only; they do not provide clinical care, personal care or case management.
- Group Assistant (Volunteers) must maintain confidentiality of all participant information.
- Any concerns about participant well-being must be reported to Alzheimer Society Staff (The Program Facilitator/Social Programs Coordinator).
- Group Assistant (Volunteers) represent the Alzheimer Society and are expected to follow organizational policies and procedures, including health and safety requirements.
- Group Assistant (Volunteers) must not share personal contact information with clients.

## **Commitment:**

- Commit to three (4) continuous months of program support.
- Approximately 4 - 4.5 hours per week for a minimum of 6 months
- A notice period of 6 weeks is appreciated if the volunteer is terminating their position.

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## **Preliminary Screening:**

- Application
- Two references
- Cleared Vulnerable Sector Police Check
- Signed confidentiality agreement
- Signed conflict of interest agreement

## **Supervision and Ongoing Screening:**

This position reports to and is directed by a Social Programs Coordinator at the Alzheimer Society BHNHH.

## **Schedule Details:**

The Program starts on Wednesday November 19<sup>th</sup>, from 1pm – 4pm

Volunteers need to arrive at 12:30 and are dismissed at 4:30pm

## **Location:**

Alzheimer's Society BHNHH  
360 Guelph Street, Unit 33  
Georgetown, ON  
L7G 4B5

## **How to apply:**

Interested candidates are asked to submit your resume to [volunteers@alzda.ca](mailto:volunteers@alzda.ca) We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**We thank all applicants for their interest however, only those selected for an interview will be contacted.**