



Job Description

EMPOWERMENT FACILITATOR - HAMILTON

PART-TIME CONTRACT (18 MONTHS)

Reporting to the Project Manager hired by the Hamilton Council on Aging to lead this project, the Empowerment Facilitator will work in Hamilton to support the expansion of persons living with dementia-led empowerment groups.

ROLES AND RESPONSIBILITIES

Engagement & Empowerment (E&E) Group facilitation:

- The formation of and expansion (recruitment of new members) of Engagement and Empowerment Groups
- The operationalization of the groups including being the primary support person for the administration, coordination, and facilitation of groups to identify and implement awareness raising activities/projects in their respective communities and/or coordinating consultation opportunities for members to influence policies, programs and/or practices that affect their lives.
- The creation and overall ongoing health of the groups, group process, leadership development and support including facilitation, decision-making and conflict resolution.
- The provision of additional skills, capacity, and coordination to carry out activities respective group activities.
- Building relationships, fostering members skill/leadership development, and leveraging member strengths.
- Support to fully engage and empower participation of members in the groups including, but not limited to access/use of technology, direct support member support, accessibility aids and development of accessibility tools and processes to meet individual and collective group needs.

Development of a Regional Network and achieving its collective

- Fully participating in the network as contributing members
- Supporting PLWD participating in the Regional Network
- Actively contributing to:
 - Build Capacity/Mutual Support



- Develop & implement communications strategy to increase awareness about the project and the work of the Groups (targeting general public/broader community)
- Create a How to Create Engagement & Empowerment Groups Guide and share (targeting PLWD, Communities, Organizations)
- Develop Sustainability Action Plan and Impact Report (targeting funders, philanthropists, and organizations).
- Develop PLWD informed evaluation approaches & tools.

Evaluation and knowledge translation

- Work with of our GERAS and Gilbrea Centre partners to assess the effectiveness and outcomes of Engagement & Empowerment Groups and share learning (targeting organizations, practitioners, researchers, decision makers) by:
 - Providing input into evaluation frameworks, tools, and processes
 - Participating in evaluation activities directly and supporting the collection of feedback/data as required
 - Assisting with the development of Knowledge Transfer tools for development and dissemination.

QUALIFICATIONS

- ❖ University and/or college degree in a related field
- ❖ Knowledge and experience working with persons living with dementia
- ❖ Familiarity with programs that support older adults in Hamilton

SKILLS AND ABILITIES

- **Co-design:** understanding of the principles and practices of co-design and how to such that community members are recognized as the “experts” of their own experiences and are central to the design process.
- **Team Building:** able to work with people in such a manner to build high morale and group commitments to goals and objectives
- **Oral and Written Communication Skills:** ability to share information clearly and effectively verbally and in written format with various audiences.