EXPECTATION FOR PRACTICUM STUDENTS:

The student supports the organization’s mission, vision, and values by exhibiting the following behaviors: compassion, excellence, competence, respect, collaboration, commitment, accountability, creativity, and active involvement. The mission of the Alzheimer’s Network of Oregon is to provide compassionate support, education, and outreach to meet the individual needs of those impacted by Alzheimer’s disease and other Dementias.

ROLE OF THE PRACTICUM STUDENT:

The practicum student and volunteers will work with the Alzheimer’s Network of Oregon staff and Board of Directors. The student will assist in various areas of the organization including Fund Development, Communications, Program Coordination, Volunteer Recruitment, Event Planning, and general office tasks as agreed upon by the student and Program and Volunteer Coordinator. The student will be exposed to the general operations, events, and fundraising aspects of the organization. The student’s time will be between the hours of 9:00 a.m. and 4:00 p.m., and some evenings if agreeable.

QUALIFICATIONS OF PRACTICUM STUDENT:

- Must act in a professional and caring manner.
- Must be committed to following through on assigned tasks, projects, and events.
- Desire to work with those impacted by Alzheimer’s disease and other Dementias.
- Be able to work independently and in a team atmosphere.
- Have great written and verbal communication skills.
- Be able to follow instructions.
- Abide by policies and procedures of the Alzheimer’s Network of Oregon
- Be able to work effectively under time lines and a demanding work environment.
- Open to various job duties and task (calling volunteers, computer data entry, filing).
- Demonstrate exceptional personal and professional boundaries.
ESSENTIAL DUTIES AND RESPONSIBILITIES
( Including the following, but not limited to):

- Learn community resources in Marion, Polk, Linn, and Benton, and use them appropriately to meet our clients’ needs.
- Assist in event planning, fundraising, and program projects.
- Complete assigned office duties and clerical tasks when appropriate.
- Create, implement, and present educational, repeating, and lunch and learn programs.
- Help in recruiting, and retaining volunteers for various tasks, event planning, and fundraising projects within the organization.
- Assist in Memory Care organization, scheduling, and material preparation.
- Deliver materials to programs, presenters, event fliers, and information to various locations throughout Marion, Polk, Linn, and Benton Counties.
- Attend bi-monthly staff meetings, committee meetings, or other appointments when necessary.

CRIMINAL BACKGROUND CHECK REQUIRED

As of April 15, 2011, practicum sites that use the Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.