Community Assessment/Interview  
Team Lead Job Description

The Community Assessment/Interview Team Lead will organize, coordinate and direct the activities necessary to conduct the community assessment, as well as compile the data collected from sector-specific interviews and report the results to the Action Team.

Responsibilities:

* Work with the Community Coordinator and Action Team to determine how much of the community assessment is reasonable or appropriate to complete
* Assist the Community Coordinator and Action Team in recruiting capable and willing volunteers to conduct the interviews
* Become familiar with the 11 sector-specific questionnaires
* Organize, prepare agenda and facilitate an initial assessment team meeting and subsequent meetings as needed throughout the Assess phase
* Oversee the completion of the sector interviews
* Tally results from data collected\*
* Report results to the Community Coordinator, Action Team and the community at large
* Keep the Community Coordinator and Action Team informed of activities by attending scheduled meetings throughout the four-phase community engagement process
* Generate awareness, engagement, and enthusiasm about the community’s dementia friendly initiative

Approximate time commitment:

Varies depending on the size of the community and number of sector interviews to be completed. Plan on two months to fully complete the community assessment.

\*In some communities a volunteer (not the Assessment Team Lead) is the key person to tally and synthesize the results of the sector interviews. This volunteer may be a college student or other individual with an interest in evaluating data. The volunteer should maintain close communication with the Assessment Team Lead throughout the Assess and Analyze phases.