

# **Job Posting**

## **Alzheimer Society of Toronto**

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### **OUR VALUES**

**Collaboration Accountability Respect Excellence**

### **Public Education Coordinator**

**Reports to:** Regional Team Lead

**Supervises:** N/A

### **Job Summary**

The Public Education Coordinator (PEC) delivers lectures and workshops, participates in other information activities to increase public awareness of dementia, and offers dementia-specific training to health care workers, paid caregivers, volunteers and others in Toronto. A strong knowledge of dementia and best practices is key to the position. The PEC works as part of a team, and reports to the Regional Team Lead. Evening and weekend work are required within a reasonably flexible schedule.

### **Essential Duties and Responsibilities**

- To develop, deliver and facilitate dementia information sessions to various stakeholders across the city
- To develop, deliver and facilitate dementia-specific training to personal support workers, staff in community and ethno-specific agencies, retirement homes and groups of volunteers.
- To promote awareness and understanding of the importance of dementia specific education and information to diverse groups
- Evaluate training and educational programs to ensure that they have met the requirements of the target group.
- Coordination of education and research content for all internal public awareness/educational communications collaterals (newsletter).
- Contribute to external educational communications. (e.g. Society and other newsletters, newspaper articles etc.).
- To remain current with regard to new developments in dementia research and best practices
- Maintain ongoing contact with colleagues and contacts external to the organization clients to ensure educational requirements are being met.
- Act as a resource for inquiries from the general public and for the Society re: the Society's programs and services.
- Assist in the planning and coordination of the Annual Awareness Campaign (January) and in Senior's Month (June).
- Assist in the development of an annual education plan and report for the Society.
- Maintain and update the Alzheimer Society resource library within budgetary guidelines.
- Maintain and provide content education information on Society website.
- Coordinate public education events.

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- Act as a staff liaison to committees as assigned.
- Participate in community forums and committees related to dementia services and supports.
- Work collaboratively with staff, volunteers and community partners to meet Society mission and mandate.
- Prepare a monthly statistical and summary report of education activities and events.

### Job Qualifications

#### Education:

- Post secondary degree in health promotion, adult education, allied health or social science with a focus on gerontology

#### Experience:

- Minimum of three years full-time hands on experience working with persons with dementia and their caregivers
- Experience facilitating training in groups.

#### Other Knowledge, Skills, Abilities or Certifications:

- Strong knowledge of Alzheimer's disease and other dementias is essential
- Experience designing education and training programs
- Impeccable public speaking and facilitation skills
- Extensive knowledge of community healthcare agencies and resources.
- Demonstrated commitment to continuing professional development.
- Excellent written and verbal communication skills.
- Computer literate and willing to learn new software.
- Ability to present to a wide variety of stakeholders including professionals and students
- Understanding of adult learning and E.S.L. principles
- Strong interpersonal and organizational skills
- Ability to prioritize workload and manage multiple tasks
- Ability to show initiative, and to work independently and as part of a closely-knit team
- Attention to detail, strong work ethic
- Fluency in another language is an asset including: Cantonese, Portuguese, Arabic, Italian or Mandarin
- The successful candidate must have a valid driver's license and access to a vehicle.
- Teaching and public presentations are required on evenings or weekends
- This position will be based out of one of our West End satellite offices.

**Please submit your resume and cover letter to: [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)**

Please include the 'Job Title' in the subject line.

We thank all who apply, but only those selected for an interview will be contacted.

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.