

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

Manager, Education

Reports to: Chief Operating Officer

Supervises: N/A

Job Summary

The Manager, Education will provide leadership in the planning, implementation, evaluation and improvement of the Public Education Program and its services in keeping with the Strategic direction of the Society.

Essential Duties and Responsibilities

- Provide leadership in the development, preparation, implementation and evaluation of new programs, including professional certificate programs, e-learning and public education initiatives.
- Act as a mentor to regional team leads and other public education coordinators (PECs) providing guidance and support on a regular basis.
- Provide leadership in curriculum development, and effectively deliver pedagogically-sound dementia-specific online education to formal and family caregivers of persons with dementia.
- Work with the Director of Community Support Services, regional team leads to deliver training and education initiatives in the community.
- Collect and analyze statistical data to use as a guide for future programming and provide oral and/or written reports to the Chief Operating Officer as required
- To coordinate with the third party e-learning developers to ensure the materials meet with best practice standards, are on-time and provide clients with highest level of training possible
- Participate in the identification of educational needs in the community
- Participate in evaluation, modification, creation and planning of programs and services for the Public Education Program.
- Actively facilitate certificate and public education sessions, in person and online.
- Build relationships with community partners and work in collaboration with them to expand and improve the program and services of the Society's Public Education Program, across all platforms
- Ensure that records are kept for the Public Education Program according to the policies and procedures.
- Work in collaboration with all team members, other Society staff and volunteers.
- Remain current about dementia research and care so that such information can be accurately provided to the Society's constituents.

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- Act as staff liaison to volunteer committees, as assigned.
- Work toward continuously improving the Society's Public Education Program.
- Perform other duties as required.

Job Qualifications

Education:

- University degree in gerontology, allied health or health promotion

Experience:

- 5 years experience in field of dementia.
- Experience in adult education and e-learning curriculum development is essential.
- Experience with Learning Management System (LMS) administration
- Experience with e-learning development tools
- Minimum of three years experience working with persons with dementia and their family or formal caregivers
- Supervisory experience

Other Knowledge, Skills, Abilities or Certifications:

- Solid organizational and planning skills with ability to prioritize and manage workload
- Excellent written and communication skills
- Training in or knowledge of GPA, P.I.E.C.E.S and UFIRST! approaches or willingness to receive training
- Proficiency with MS Office Suite
- Commitment to continuing professional development essential

Please submit your resume and cover letter to: resumes@alzheimerssc.org

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

Closing Date: January 3, 2018

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.