

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

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Caregiver Project Coordinator

Reports to: Director, Community Support Services

Supervises: N/A

Job Summary

The Caregiver Project for Seniors Program is funded with support from the Toronto Central Local Health Integration (TC LHIN) Network, and the George C Hunt Foundation. Its aim is to help build the resiliency of primary caregivers of older adults and people living with dementia by providing financial assistance and access to supports at Alzheimer Society of Toronto (AST) and in the community. The Caregiver Project Coordinator co-ordinates and executes a variety of tasks associated with the Caregiver Project for Seniors, working closely with multiple stakeholders, including the TC LHIN and other community partners.

Essential Duties and Responsibilities

- Co-ordinate and execute a variety of tasks associated with the Caregiver Project for Seniors, working closely with multiple stakeholders.
- Build relationships with Home and Community Care Coordinators, community partners and service providers
- Coordinate the planning, modification, promotion, and implementation of the Caregiver Project for Seniors.
- Facilitate care plan creation and assessment of need for client self-directed respite plans
- Assist coordinators and caregivers in the implementation of care plans including sourcing out and arranging services and equipment, following up on service status and purchases, and referring to internal services and/or community agencies.
- Collect and document participant data, project expenditures, statistics, and written reports, as required.
- Perform duties within the resources allocated; manage financial assistance disbursement budget and report any anticipated discrepancies.

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- Initiate services and maintain vendor relations, where applicable.
- Facilitate evaluation activities including survey distribution, collection of participant data and communication with third parties
- Communicate and collaborate with staff, community partners and volunteers to fulfill the Society's mandate
- Participate in creation, evaluation, and planning of programs and services for the Society

Job Qualifications

Education:

- Post-secondary degree in administration, health and/or social sciences.
- An equivalent combination of education and experience will also be considered.

Experience:

- Minimum 2 years' experience working with caregivers in a social service environment
- Basic accounting experience, research, project management experience and data management knowledge are necessary

Other Knowledge, Skills, Abilities or Certifications:

- Good working knowledge of MS Office
- Good knowledge of community support services for seniors, people living with dementia and their caregivers

Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

COVID-19 Vaccination

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

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

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

Closing Date: January 20, 2022

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