

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.

Active Living Program Coordinator

Reports to: Recreation and Volunteer Programs Manager

Supervises: N/A

Job Summary

The Active Living Program Coordinator will be responsible for developing and delivering community-based therapeutic recreation programs. The individual will also work collaboratively with community partners to provide leisure and wellness for clients, families, health professionals and the general public.

Essential Duties and Responsibilities

Active Living Program

- Contribute to the development of Active Living Programs including creating program plans, promotion, and evaluations.
- Conduct community-based programs for clients in order to carry out identified therapeutic recreation programs as well as providing respite for the caregiver.
- Complete assessments of potential clients, determine eligibility and connect clients to pertinent programs and services.
- Source community agencies contracted in services to collaborate on Active Living Programs service delivery.
- Maintain Minds in Motion program standardization and delivery in accordance with Alzheimer Society Ontario.
- Assist and monitor Active Living Program budget.
- Maintain client records, program documentation, attendance, and reporting.
- Adhere to program standards and Alzheimer Society policies and procedures.

Education and Community Involvement

- Deliver orientation and training to contracted Active Living Program Facilitators.

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- Provide leisure wellness education and strategies to families and/or in-home care providers regarding appropriate, meaningful, and client-centered activities.
- Provide education to a variety of target groups regarding therapeutic recreation for persons living with dementia, which may include making public presentations.
- Act as a resource for inquiries from the general public regarding therapeutic recreation.
- Represent the Alzheimer Society and people affected by dementia on community committees as requested.
- Participate in fundraising and other team development activities.
- Assume responsibility for personal upgrading in knowledge of Alzheimer's disease, and ongoing professional development.

Job Qualifications

Education:

- Post-secondary degree or diploma in Recreation and Leisure, Gerontology, Activation, or equivalent is required.
- Other health disciplines may be considered given appropriate combination of education and experience.
- An equivalent combination of education and experience will also be considered.

Experience:

- Experience working with persons living with dementia and their families.
- Experience designing recreational programs to support individual needs as well as facilitating group activities.
- Experience in exercise and/or fitness training and facilitation.
Knowledge of community health care agencies.

Other Knowledge, Skills, Abilities or Certifications:

- Competency with Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to work cooperatively with volunteers, staff, and community partners.
- Enthusiastic, empathetic, professional who is a positive thinker.
- Energetic, adaptable individual with the ability to organize multiple programs and clients.
- Excellent interpersonal, communication and presentation skills.
- Effective time management, planning and prioritization skills.
- Current Standard First Aid/CPR certification.
- Bilingualism (English, French or other language) is an asset
- Food Handlers Certification is an asset
- Knowledge of Alzheimer's disease and other dementias.

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+.

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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 18, 2022

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