# 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**
**C**ollaboration **A**ccountability **R**espect **E**xcellence

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.

**Project Administration Support Coordinator (15-month Contract)**

**Reports to:** First Link and Social Work Manager
**Supervises:** N/A

**Job Summary**

The Project Administration Support Coordinator is responsible for the administrative support to all project activities such as communicating with project leads, scheduling client appointments for cognitive assessments and follow-up with social workers, communication with primary care providers (PCPs), nurse practitioner or walk-in clinics as appropriate, data collection and reporting. As part of the team, the Project Administration Support Coordinator will strive to ensure the effective delivery of the project goals and objectives as well as the Alzheimer Society's core services.

**Essential Duties and Responsibilities:**

**Client Registration Management**

- Develop registration management processes
- Social Work schedule development, maintenance, and monitoring
- Act as main point of contact for participant registration (for clients, PCPs, and other referral sources)
- Receive and respond to client referrals – appointment scheduling and communication
- Create client lists for Social Workers
- Coordinate various business functions, including booking of Alzheimer Society of Toronto (AS) assessment rooms or off-site locations

**Data Collection and Reporting**

- Update project leads and senior leadership on project activities, identifies gaps and discrepancies, and suggest recommendations when necessary
- Registering clients into EMR (TREAT), follow up calls and emails for clients applying for cognitive assessments services

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- Track program statistics and maintain up-to-date database
- Coordinate workflow in project delivery

**Administration**

- Support the Social Workers with day-to-day administrative task and logistical needs
- Collect statistics and provide written reports as required

**Job Qualifications**

**Education:**

- Ontario secondary school diploma plus administrative training and advanced computer skills
- An equivalent combination of education and experience will also be considered

**Experience:**

- Minimum 1-3 years' experience related work experience in health or social services field
- Experience working in a team environment

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

- Excellent organizational, planning, and time management skills, including the handling of multiple, concurrent issues and tasks
- Excellent written and verbal communication skills
- Excellent computer literacy and proficiency in Microsoft Office
- Attention to detail and a strong work ethic
- Participate as a team member of the Society and assist in areas as assigned
- High degree of interpersonal skills with ability to interact appropriately with members of the public and our stakeholders
- Ability to work independently
- Commitment to ongoing professional development

**Commitment to Equitable Recruitment**

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, 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+.

# Job Posting

**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.

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

**Please submit your resume and cover letter to:** resumes@alzheimerssc.org
Please include the 'Job Title' in the subject line.

**Closing Date: June 7, 2022**