

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 Education Coordinator (One-Year Contract)

Reports to: First Link and Social Work Manager

Supervises: N/A

Job Summary

The Caregiver Education Coordinator will deliver lectures and workshops and participate in other information activities to increase caregiver knowledge of dementia. This role will offer dementia-specific education to persons living with dementia, their families, caregivers, and others in Toronto. Utilizing social work processes, they will assist program participants in considering issues relevant to their situation and develop program-solving plans.

Essential Duties and Responsibilities:

- To develop, deliver and facilitate dementia information sessions and educational workshops to various stakeholders across the city, focusing primarily on persons living with dementia, and caregivers, and occasionally, as needed, with the general public
- Coordinate education events and speaking arrangements for caregivers and people living with dementia
- Utilize social work processes to assist program participants in considering issues relevant to their situation and developing problem-solving plans
- To promote awareness and understanding of the importance of dementia specific education and information to diverse groups
- Working within a team to develop, implement, evaluate, and improve workshop content, process, and speaking engagements to ensure that they have met the requirements of the target group
- Contribute to external educational communications. (e.g. Society and other newsletters, newspaper articles etc.)
- Maintain ongoing contact with colleagues and contacts external to the organization clients to ensure educational requirements are being met

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- Act as a resource for inquiries from the general public and for the Society re: The Society's programs and services
- Working within a team to develop, implement, evaluate, and improve education sessions, support groups, and speaking engagements
- Keeping up to date with new developments in dementia research and care, as well as relevant services in the community
- Actively participating in the fulfillment of the Society's mandate, including maintaining records, statistics and assisting with program development
- Acting as a staff liaison to volunteer committees, as assigned
- Liaising with the community to increase awareness of the Society's mandate and services

Job Qualifications

Education:

- University Degree in Social Work
- An equivalent combination of education and experience will also be considered

Experience:

- Minimum of three years' experience in full time employment in social work, group facilitation, or a related field (work experience with clients with dementia and or their families required or recommended)

Other Knowledge, Skills, Abilities or Certifications:

- Must be registered with the Ontario College of Social Workers
- In-depth knowledge of Alzheimer's disease and other dementias
- Experience designing education and training programs
- Strong public speaking and facilitation skills
- Experience in group work, group facilitation, and group processes
- Extensive knowledge of community healthcare agencies and resources
- Excellent computer literacy and proficiency in Microsoft Office
- Commitment to continuing professional development
- Outstanding inter-personal skills with the ability to motivate and work with the team to accomplish goals
- 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
- Evening, weekend, and off-site work required
- Bilingual in English and a second language would be considered an asset
- Must be legally entitled to work in Canada
- Access to a vehicle is an asset

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.

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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+.

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 30, 2022