

# 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, Clinical Programs

The Manager, Clinical Programs role is to facilitate the planning, implementation, evaluation and improvement of the clinical program and services in keeping with the strategic direction of the Society. The role supervises the Social Work Clinical Lead, Intake Coordinators and First Link Care Navigators. The ultimate goal is the provision of best-practice and quality client service.

### What You'll Be Doing

- Provide leadership in the supportive clinical area and act as mentor to other social workers and other clinical program coordinators providing guidance and support on a regular basis. Conduct case reviews with other social workers and care navigators.
- Provide leadership and assist in the development, preparation, implementation and evaluation of new programs, including support groups, educational workshops and new initiatives.
- Work toward continuously improving the Society's Social Work, Intake and Care Navigation Program services.
- Collect and analyze statistical data to use as guide for future programming and provide oral and/or written reports to the Director of Community Supports as required
- Utilize the clinical process to assist individuals - caregivers, persons with the disease, professionals, volunteers and students in considering issues relevant to their situation and developing problem-solving plans.
- Respond to inquiries and provide appropriate, accurate information and referrals.
- Respond to callers within an appropriate specified time span.
- Ensure that records are kept for all the Clinical Programs according to the policies and procedures.
- Work in collaboration with all team members and other Society staff.
- Supervise and/or work in collaboration with volunteers and students assigned to program activities including the Peer Support Program.
- Liaise with service agencies and professionals to increase their awareness of the Society's mandate, services, and build partnerships.
- Work in collaboration with other stakeholders in the development, preparation, implementation and evaluation of educational workshops, support groups and speaking engagements as assigned.
- Remain current about relevant services available in the community and new developments in dementia research and care so that such information can be accurately provided to the Society's constituents.
- Work within a team concept in the sharing of information and providing back up to other staff as necessary and/or as assigned.
- Act as staff liaison to volunteer committees, as assigned.

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## Who You Are

### Education:

- Masters' degree in Social Work

### Experience:

- Minimum of 8 years' experience in full time employment in a related field
- Minimum of three years' experience in a management role
- Equivalent combination of education and experience will be considered

### Knowledge, Skills, Abilities or Certifications:

- Must be registered with the Ontario College of Social Workers and in good standing
- Experience working with Alzheimer clients and/or families is strongly preferred
- In-depth knowledge of Alzheimer's disease and other dementias
- Commitment to continuing professional development is essential
- Leadership skills and ability to motivate a team to accomplish goals
- Excellent communication skills (written/verbal) and interpersonal skills
- Excellent knowledge of Microsoft Office

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles.

## What We Offer

Work life balance is important to us here at the Alzheimer Society. That is why we offer our employees:

- A generous employer paid benefit plan.
- Employee and Family Assistance Plan
- A Defined Contribution Pension Plan with up to 5% employer matching
- Personal days and equity floater days that can be used at any time.
- Flexible working arrangements that include working from home and flexible hours
- Paid professional development opportunities.

### Hiring Zone & Pay Band Range:

**Hiring Zone: \$76,000 - \$81,000**

Pay Band Range: \$71,382 – \$107,073

### 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. Accommodations are available on request for candidates taking part in all aspects of the selection process, in accordance with the Human Rights Code and AODA.

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.

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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 2SLGBTQIA+.

### How to Apply

We thank everyone for their expressed interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted.

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

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

**Closing Date: May 3, 2024**

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