

# 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

### Intake Coordinator

The role of the Alzheimer Society of Toronto is to offer support, information, and education to people with dementia, their families, and their caregivers, to increase public awareness of dementia, to promote research, and to advocate for services that respect the dignity of the individual.

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 their dementia knowledge and expertise, they will assist program participants in considering issues relevant to their situation and develop problem-solving plans when necessary.

### What You'll Be Doing:

- 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.
- Utilizing 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.
- 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 Posting

- Coordinate Peer Support Groups and provide guidance and support to Peer Support Group Facilitators as needed.
- Perform other duties consistent with the job classification, as required.

## Who You Are:

- University Degree in Social Work (An equivalent combination of education and experience will also be considered)
- Minimum of three years' experience in full time employment in public education, group facilitation, or a related field (work experience with clients with dementia and or their families recommended)
- 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

**Note: This role includes occasional travel to various locations within the M postal code for facilitation purposes.**

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 Range & Salary Range:

Hiring Zone: \$63,000 - \$68,000

# Job Posting

## 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.

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: August 29, 2024.**

*Accredited by*  
**Canadian Centre  
for Accreditation**



*Agréé par*  
**Centre canadien  
de l'agrément**