

# 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

### Caregiver Project Coordinator (8 Month Contract)

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 Project for Seniors Program's aim is to help build the resiliency of primary caregivers of older adults and people living with dementia by providing financial assistance and access to supports at the Alzheimer Society of Toronto (AST) and in the community. The Caregiver Project Coordinator plans and executes a variety of tasks associated with the Caregiver Project for Seniors, working closely with multiple stakeholders, including Ontario Health at Home and other community partners.

### What You'll Be Doing:

- Co-ordinate and execute a variety of tasks associated with the Caregiver Project for Seniors, working closely with multiple stakeholders.
- Build relationships with Ontario Health atHome Care Coordinators, community partners and service providers
- Coordinate the planning, modification, promotion and implementation of the Caregiver Project for Seniors.
- *Facilitate care plan creation and assessment of need for client self directed respite plans*
- Assist coordinators and caregivers in the implementation of care plans including sourcing out and arranging services and equipment, following up on service status and purchases, and referring to internal services and/or community agencies.
- Collect and document participant data, project expenditures, statistics and written reports, as required.
- Perform duties within the resources allocated; manage financial assistance disbursement budget and report any anticipated discrepancies.
- *Initiate services and maintain vendor relations, where applicable.*
- *Facilitate evaluation activities including survey distribution, collection of participant data and communication with third parties*
- Communicate and collaborate with staff, community partners and volunteers to fulfill the Society's mandate
- Participate in creation, evaluation, and planning of programs and services for the Society
- Perform other Clinical Program support duties consistent with the job classification, as required.

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## Who You Are:

- Post-secondary degree in administration, health and/or social sciences.
- An equivalent combination of education and experience will also be considered.
- Minimum 2 years' experience working with caregivers in a social service environment
- Basic accounting experience, research, project management experience and data management knowledge are necessary
- Good working knowledge of MS Office
- Good knowledge of community support services for seniors, people living with dementia and their caregivers

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: \$49,000 - \$54,000

## 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+.

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## 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: October 3, 2024.**

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