



## SUPPORT AND EDUCATION COORDINATOR, FIRST LINK®

### WEST KOOTENAYS

Permanent, Full Time

#### ABOUT THE POSITION

Working independently and as part of a provincial team, the Support & Education Coordinator/First Link® is responsible for consistent delivery of First Link® programs and services within an assigned region, including referral systems to provide outreach to clients, and delivery of standardized workshops.

This permanent, hybrid full-time position is **based in Nelson, BC**. Some travel within the region is required.

#### ABOUT YOU

You bring related support and education experience in a human services environment which includes work such as providing listening support to clients, public speaking, presenting structured education programs, group facilitation, peer support interventions, volunteer management, and developing and building community connections. You also have:

- Post-secondary degree and 3 to 5 years of experience in a health or social agency related function OR an equivalent combination of education and experience.
- Extensive knowledge of and experience with Alzheimer's disease/dementia and caregiving issues.
- Working knowledge of Microsoft Office, strong organizational and time management skills, able to work independently, strong attention to detail.
- Flexibility regarding scheduling is expected. Some evening and weekend work may be required. Must have access to reliable transportation.

#### RESPONSIBILITIES

- Under the guidance of the Manager, Regional Services, plan and implement support, education and information programs, ensuring that the expectations of service delivery are met and are consistent with the Society's strategic plan.
- Coordinate delivery of standardized workshops for caregivers, people living with dementia, public.
- Coordinate the delivery of support groups for caregivers and people living with dementia.
- Work with the team to recruit and supervise volunteers for a variety of roles within the service. Utilize Society accepted best practices to train, manage, evaluate and recognize support and education volunteers.
- Manage the First Link® referral process so that people are connected to support services early in the disease and throughout the journey.
- Provide one-to-one telephone support to people with dementia and caregivers, ensuring they are offered the Society's information, education and support services.
- Develop and maintain relationships with health care professionals, allied health professionals and other stakeholders through presentations, informal and formal contacts and information exchanges to build, maintain and grow the referral network.
- Maintain client records and statistical reports according to Society and legislative policies, procedures and guidelines.
- Other duties as required to meet the needs of the role in relation to organizational goals.

**Please note:** The successful candidate will be asked to provide proof of full COVID-19 vaccination and will also be required to obtain clearance through the BC government online criminal record check system.

## ABOUT US

We offer a hybrid work environment and the opportunity for a nine-day fortnight. We also offer:

- Excellent employee benefits package.
- Competitive salary range of \$54,000-\$58,000
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities.
- Generous leave provisions (4 weeks vacation, personal days, etc.)
- 13 paid statutory holidays a year.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported, and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

*Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

EMAIL (Only PDF or Word documents are accepted)  
your resume and a cover letter that details how your experience and qualifications match this opportunity.

**This posting will remain open until filled.** Interested candidates are encouraged to apply as soon as possible. Thank you.

Human Resources  
Alzheimer Society of B.C.  
Suite 300  
828 West 8th Avenue  
Vancouver, BC V5Z 1E2

[humanresources@alzheimerbc.org](mailto:humanresources@alzheimerbc.org)

Thank you for your interest in the work of the Society. Please note only applicants who are selected for an interview will be contacted directly.

To find out more about the Alzheimer Society of B.C., our work, mission and programs, and First Link®, visit: [www.alzheimerbc.org](http://www.alzheimerbc.org)



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