

Société Alzheimer Society

NOVA SCOTIA

Position Title: Coordinator Education & Outreach – Northern Zone
Status: Contract Part time (21 hours/week)
Reports To: Director of Programs and Services
Location: **Northern Zone** (Cumberland/Colchester County)

Position Summary: Working as a member of a team, the Coordinator, Education and Outreach will be responsible for developing partnerships with potential and existing referral sources with a focus on health care professionals; facilitating the implementation, delivery and evaluation of education and support programs for persons with dementia and their families; and providing support to community fund development initiatives. Must be able to work flexible hours to accommodate evening presentations.

Responsibilities:

- Identifies implements and evaluates a strategic approach to provide outreach and develop partnerships with potential and existing First Link and other referral sources.
- Provides leadership in developing and implementing an annual plan for public education in the region based on identified needs and strategic directions.
- Participates in or facilitates the delivery of Alzheimer Society of Nova Scotia (ASNS) education, for example the Family Caregiver Education Series.
- Evaluates education delivered on an ongoing and annual basis.
- Maintains current knowledge of Alzheimer's disease and related dementia and current resources.
- Contributes to local, regional and provincial initiatives as appropriate.
- Supports ASNS public awareness activities at the community level
- Works with Communications to assist with local media enquiries.
- Other duties as assigned.

Knowledge, Skills and Experience

- Undergraduate degree in a health or social services discipline or equivalent.
- Knowledgeable and experienced in adult education principles and approaches.
- Superior communications skills, including strong presentation skills.
- Excellent planning, priority setting and time management skills.
- Ability to take initiative, work independently and accountability in a positive manner.
- Experienced and skilled in developing strong partnerships and working as part of a team.
- Comprehensive knowledge of Alzheimer's disease and related dementia and the impact on the person and his/her family.
- Comprehensive knowledge of available community services/supports.
- Minimum of two years' experience working with people with dementia and their families.
- Specific training in dementia studies is an asset.
- Desirable traits: maturity, good judgement, patience and flexibility, integrity, sensitivity, dedication, team player, results oriented.
- Computer skills in utilizing Microsoft Office, internet and database entry.
- Valid driver's license, access to personal vehicle and willing to travel.

To apply, please submit resume and cover letter directly to linda.bird@asns.ca. Applications will be accepted until September 18, 2017.

No calls please. *We thank all applicants for their submissions. We will respond only to those we wish to interview.*