

Société Alzheimer

M O N T R É A L

DIRECTOR, PROGRAMS AND SERVICES, HEALTH AND SOCIAL PARTNER RELATIONS

Status: Full-time, permanent
Immediate supervisor: Executive Director
Starting date: 4 September 2018

Mission

To alleviate the social and personal consequences of Alzheimer's disease and related disorders through the development and delivery of leading-edge intervention, care and support services in Montreal.

Description

The Director, Programs and Services, Health and Social Partner Relations reports to the Executive Director of the Alzheimer Society of Montreal. The Director will develop and implement strategies related to the promotion and development of services that will help the Society achieve the objectives set out in its strategic plan.

The Director will be responsible for the analysis of all programming and activities related to the operation and development of services as well as the implementation of the various programs of the department.

Key Duties and Responsibilities

In collaboration with the Financing Development and Human Resources departments, the Director, Programs and Services and Health and Social Partner Relations will oversee and coordinate the Programs and Services teams and to promote the Society's programs and services.

As the Director responsible for all of the Society's Programs and Services, the ideal candidate must fulfil the following strategic responsibilities and fulfill the following operational tasks:

- Actively participate in the Society's management committee and liaise with the different departments to achieve the organization's objectives;
- Devise, plan, and implement programs and services by consulting with local communities, self-help groups, and service committees while providing the necessary support to all stakeholders;
- Represent the Society in the local health sector and communities;
- Be a spokesperson for the Society and strategically mobilize players in the health and social services sector in relation to public policy, and collaborate with them to determine key issues in the health sector;

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- Oversee a team of coordinators to ensure that the Society's programs and services run smoothly;
- Coordinate and oversee collaboration with universities;
- Analyze the needs of clients and evaluate the programs and services currently offered and to what extent they meet the clients' needs; and
- Be accountable for the management and development of the Society's clientele.

Requirements

- Fluency in French and English, both written and oral;
- Bachelor's degree related to the health, social, management, or education sectors. A Master's degree is an advantage;
- At least 5 years experience;
- Knowledge of the community sector and the requirements of granting institutions, e.g. L'Appui
- Member of a health and social services sector network; and
- Mastery of relevant software, e.g. Apricot.

Skills required

- Experience working collaboratively in a team environment;
- Ability to manage several projects at the same time;
- Client-centered approach;
- Excellent inter-personal skills,
- Outstanding written and oral communication skills, especially for presentations,
- Customer-service minded ; and
- Flexibility.

Conditions and Remuneration

- Full-time, permanent
- Remuneration and benefits according to policies in place

Interested candidates must submit their curriculum vitae with a cover letter before Tuesday, 31 July, 2018 5:00 p.m. to: info@alzheimermontreal.ca
Only candidates considered for the position will be contacted.