

## Dementia Helpline Coordinator

The Alzheimer Society of Saskatchewan (ASOS) is a volunteer-based, non-profit organization committed to improving the lives of people affected by Alzheimer's disease and other dementias. ASOS is currently recruiting an ambitious and result-oriented individual to work as a temporary provincial Dementia Helpline Coordinator (term to July 2025).

### **Job Summary**

The Dementia Helpline Coordinator (DHC) is responsible for supporting people living with dementia and their family caregivers through the Dementia Helpline (phone calls and email). The DHC provides information, support and referral to Society programs and services and connection to community programs and services throughout the progression of the disease. The DHC facilitates virtually delivered Alzheimer Society education and support programs. A full job description is available upon request.

### **Job Qualifications**

#### **Education:**

- Bachelor of Social Work, Kinesiology, Nursing or equivalent degree.

#### **Experience:**

- Experience working with people living with Alzheimer's disease and other dementias and their families
- Comprehensive knowledge of Alzheimer's disease and other dementias, including dementia's impact on the person, the family and others. You will also have knowledge about available community resources throughout the province.

#### **Other Knowledge, Skills, Abilities or Certifications:**

- Excellent communication skills (verbal and written)
- Exceptional interpersonal skills, including shared decision-making and facilitation
- Ability to prioritize workload and manage competing tasks
- Ability to take initiative and be resourceful
- Excellent problem-solving and change management skills
- Proficiency in technology (e.g.: Microsoft Office, eTapestry or cloud-based case management and care coordination systems)
- Demonstrated ability to work independently and within a team

#### **Salary Range: \$50,900-\$62,300**

The Alzheimer Society of Saskatchewan provides extended health benefits through 3SHealth and participates in SHEPP (Saskatchewan HealthCare Employees' Pension Plan).

Interested and qualified applicants can forward a cover letter and resume stating competition #DHC to:

Joanne Michael  
Director of Programs and Services  
[info@alzheimer.sk.ca](mailto:info@alzheimer.sk.ca)

Closing date: until qualified candidate is found

We thank all who apply, but only those selected for an interview will be contacted.