

# Alzheimer Society

ALBERTA AND  
NORTHWEST TERRITORIES

<b>Job title</b>	<i>Navigators, Client Services</i>
<b>Reports to</b>	<i>Client Services Team Manager</i>
<b>Details</b>	<i>Two (2) full-time, permanent positions available</i>
<b>Location</b>	<i>One (1) position Red Deer, Alberta, and one (1) position in Edmonton, Alberta</i>
<b>Closing Date</b>	<i>December 11, 2022</i>

## Who we are

The Alzheimer Society of Alberta and Northwest Territories (AS AB/NT) is a not-for-profit association that exists to heighten awareness about Alzheimer's disease and related dementia, provide support services, and support research into the cause and a cure for this disease.

Our vision is a world without Alzheimer's disease and other dementias.

Our values are "CARE: Collaboration, Accountability, Respect, and Excellence."

## Position Description

Reporting to the Client Services Team Manager, the Navigator, Client Services is generally the first point of contact between the Society and our clients. This position is responsible for referring clients to services, delivering support and education programs, and building strong community and health care professional relationships.

This position is ideal for a highly motivated and self-directed person with a strong desire to serve in the field of human services, relating to the impact of Alzheimer's disease and other dementias.

This position will assist with and facilitate planned programs and services across Alberta and the Northwest Territories, including:

- Promoting and delivering the Society's programs and services utilizing various delivery methods
- Supporting referral intake & ongoing follow up
- Facilitating and participating in the delivery of standardized programs
- Providing outreach regarding services and benefits available
- Coordinating and facilitating support groups
- Building a referral network with health care professionals and other local health service agencies
- Maintaining accurate and objective client records
- Assisting in raising public awareness about dementia and the way it affects families and individuals
- Other duties or projects commensurate with the nature of the position.

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## Qualifications

- Post-Secondary education in Social Work, Health Services, Human Services, or related field-related. Experience in a health or social service agency, or education-related function will also be considered
- Experience in facilitation, adult education, or community engagement is an asset
- An understanding of Alzheimer's disease/dementia and caregiving issues is an asset
- Familiar with services and resources needed by seniors and/or persons living with disabilities
- Experience in record-keeping and report writing
- Strong verbal and written communication skills
- Demonstrated interpersonal and problem-solving skills
- Ability to remain professional and respectful in difficult and sensitive situations
- Proven ability to work independently as well as collaboratively with others as part of a team
- High level of proficiency in the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), etc.
- Valid Driver's License
- Clear vulnerable sector check.

## Working conditions

- Flexible hybrid work or office environment with routine use of a computer.
- Standard 35-hour workweek (Monday to Friday, with flexible working hours)

## What we offer

- Fantastic health and dental benefits package
- Annual vacation starting at three weeks
- Personal days
- Wellness fund
- Professional development fund
- Access to professional membership associations
- Festive season closure
- Remote work available and a commitment to flexibility.

**To apply please send a copy of your cover letter and resume by email to: [hr@alzheimer.ab.ca](mailto:hr@alzheimer.ab.ca)**

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

The Alzheimer Society of Alberta and Northwest Territories is an equal opportunity employer and values diversity of all kinds.