



Job Posting:

Summer Program Assistant – Programs

The Alzheimer Society of Durham Region (ASDR) is a community support service organization that provides programs and services to people living with dementia and their care partners in Durham Region. We work closely with other service providers to ensure quality care and support for our clients to achieve our mission to improve the quality of life of people living with Alzheimer's disease or a related dementia and their care partners.

We employ administrative and fund development staff, educators, social workers, social service workers, nurses, occupational therapists, recreation staff, and volunteers who work together as a team to meet the needs of people living with dementia and their care partners.

We promote an equitable and inclusive environment that is healthy and discrimination-free and recognizes and respects the personal worth, dignity and diversity of our staff, volunteers, students, and Board members. We respect the values and beliefs of all who gather in our organization.

Our values include **collaboration** and **respect** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

As a Program Assistant you will be working as a member of the Alzheimer Society of Durham Region (ASDR) team, primarily providing support to the Active Living team. The Program Assistant will support staff to deliver social and recreational programs and services in a timely and effective manner in order to support people living with dementia and their care partners in Durham Region.

What you will be doing

- Assist with delivery of Young Onset Dementia Adult Day Program, The Social program, Minds in Motion™ programs, and other social/recreational programs offered by the Society.
- Provide support to staff, volunteers, and clients who are participating in weekly sessions (including monitoring participants in-person and informing staff of any issues).
- Assist with registering participants for Active Living programs, including making phone calls/online visits to complete standard intake forms.
- Respond to information requests and provide client follow up as needed.
- Assist with marking attendance of participants at weekly sessions.
- Assist with the development and production of recreation resources, activities, and program materials.
- Assist in the ongoing evaluation of Active Living Programs as part of continuous quality improvement.
- Assistance with special projects as assigned.
- Provide administrative support as required.
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Other duties

- Perform other duties consistent with the job classification, as required.

What you will bring along

Eligibility:

- Be between 15 and 30 years of age at the start of the employment*
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- *The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Experience:

- Excellent interpersonal, verbal, and written communication skills
- Excellent organizational, planning and time management skills
- Demonstrated experience in working as part of a team
- Demonstrated working knowledge of online video conferencing programs and software
- Proficiency in Microsoft Office

Other

- The successful candidate will be required to provide a clear Vulnerable Sector check (police check) conducted within the last two months.
- Ability to work occasional evenings and weekends, as required
- Current Ontario driver's license and daily access to a vehicle an asset

Travel Requirements

- Travel within Durham Region will be required.

Physical Demands

- No special physical demands are required beyond the performance of general office duties

To Apply

Please submit your resume with cover letter no later than **April 30, 2024** by 4pm.

Hiring Manager
jobs@alzheimerdurham.com

Please include the job title in the subject line.

Applications will be accepted by email only. We thank all those that apply, but only those selected for an interview will be contacted.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Durham Region welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+ and neurodivergent.