



Job Posting:

## Community Engagement Coordinator– Part-Time (21 hours/week)

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.

The Community Engagement Coordinator is responsible for the planning, implementation, administration, and evaluation of the Dementia Friendly Communities program throughout Durham Region, as well as for the overall coordination of volunteer activities for this program. The Dementia Friendly Communities program aims to create a more inclusive, supportive, and dementia-friendly community that is responsive and respectful to the needs of people living with dementia in Durham Region. The Community Engagement Coordinator also provides support with general society outreach and delivery of public education.

### **What you will be doing**

- Coordinate the planning, promotion, and implementation of the Dementia Friendly Communities program in Durham Region.
- Initiate and cultivate relationships with local businesses and organizations to provide awareness about the project and solicit their participation. Develop an outreach plan for businesses and organizations to target.
- Develop, deliver, and facilitate dementia education sessions to participating organizations, focusing on strategies to make services more accessible for people living with dementia, and to improve understanding and knowledge about dementia overall.
- Support community organizations and agencies to implement initiatives and best practices for working with people living with dementia.

- Coach business owners/operators and management staff of organizations on ways to make their physical spaces more dementia friendly, along with taking the unique needs of those living with dementia under consideration in their policy development.
- Inspire, support, and advise local businesses, groups, and organizations to ensure inclusivity for people living with dementia.
- Work toward helping businesses, organizations, and members of the community to dispel the myths of dementia, eliminate stigma and raise awareness of the realities of dementia.
- Raise awareness and advocate for early diagnosis of dementia within community groups and organizations through awareness sessions, brochures, posters, information fairs and other means.
- Act as a resource for participating organizations and provide follow-up support.
- Recruit and oversee program volunteers.
- Communicate and collaborate with staff, community partners and volunteers to meet the program's goals.
- Monitor the program's activities on a regular basis, ensuring that it is operating within the approved budget.
- Collect and report on program statistics.
- Report on and evaluate program results.
- Work in conjunction with ASO and ASiO to provide continuity and consistency of dementia-friendly programming across the province.
- Work in consultation with people with dementia and their care partners to inform and monitor the development of Dementia Friendly Communities.
- Work towards building a plan to sustain the Dementia Friendly Communities program.
- Work with Manager, Community Engagement & Training to conduct general society outreach, specific to ASDR services and supports.
- Provide public education sessions as needed.

### **Other duties**

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

### **What you will bring along**

#### *Education:*

- Certificate, diploma or degree in healthcare field, community development, volunteer resources, social services, geriatric care or other related discipline.

#### *Experience:*

- 2-3 year's work experience in a related field.
- Experience working with persons living with dementia and their caregivers.
- Experience in community outreach.
- Project management experience.
- Previous experience with a community-based agency and/or not-for-profit agency.
- Previous experience in supervising the work of volunteers.
- An understanding of the needs of the communities in Durham Region.
- Understanding of community development and how to set up community groups.
- Excellent marketing, networking, and negotiating skills and experience.

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

- Excellent verbal and written communication skills.
- Excellent public speaking, presentation and facilitation skills.
- Demonstrated ability engaging with a wide range of stakeholders and building relationships.
- Strong knowledge of Alzheimer's disease and other dementias is essential.
- Knowledge of Microsoft Office Suite.
- Knowledge of available community services/supports.
- Strong interpersonal skills.
- Ability to take initiative.
- Ability to prioritize workload and manage multiple tasks.
- Demonstrated ability to work independently and within a team.
- Participate in appropriate professional development activities to enhance skills and knowledge.
- Represent the Alzheimer Society on various related committees within the catchment area.
- Contribute to the continued development of the position.

### **Travel Requirements**

- Successful candidates must be prepared to travel throughout Durham Region/. The occasional offsite training/meeting may require travel to other sites in the Greater Toronto Area.

### **Physical Demands**

- No special physical demands are required beyond the performance of general office duties.
- Necessity for walking, driving, standing during outreach activities.
- Significant periods sitting at the computer, but with the opportunity to move away from the work station
- Sensory attention is required for the majority of the workday (looking at computer screen, reading documents, etc.)
- Must be able to and willing to work nonstandard hours (i.e., occasional weekends, evenings) as needed

### **To Apply**

Please submit your resume with cover letter no later than **June 24, 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.