

# Alzheimer Society

DURHAM REGION

**Title:** Project Coordinator

**Status:** Part time (0.6 FTE/21 hrs per week), 18-month contract (w/ possibility of extension)

**Reports to:** CEO

**Supervises:** N/A

**Position Summary:**

Under the direction of the CEO, the Project Coordinator is responsible for the planning, development, implementation, and evaluation of two specific projects for the Alzheimer Society of Durham Region (ASDR): organizational accreditation and the electronic health record transition and implementation.

**Responsibilities:**

**Project Responsibilities**

**Accreditation (0.4 FTE)**

- Support ASDR's CEO and Senior Leadership Team in the pre-site documentation process by completing spreadsheets, collecting documents, conducting assessments, and making recommendations pertaining to policies and procedures
- Serve as an Accreditation Lead, providing project oversight and coordination of the accreditation process, delegating tasks as required
- Identify staff training needs, plan for, and administer staff training as required
- Develop an in depth understanding of the accreditation standards and indicators across all categories (e.g., governance, human resources, programs, fundraising, etc.)
- Attend meetings with other regional or provincial Societies to discuss the accreditation process
- Liaise with other Societies across Ontario and with the Canadian Centre for Accreditation (CCA) as needed
- Abide by strict timelines, as provided by CCA and the Alzheimer Society of Ontario.

**Electronic Health Record Transition and Implementation (0.2 FTE)**

- Work collaboratively with the ASDR Senior Leadership Team, the Alzheimer Society of Ontario and the Shared Service Office/IT provider to facilitate the transition process from Penelope (Social Solutions) to AlayaCare electronic health records
- Attend meetings to discuss the transition process and follow up on action items as they arise
- Develop a strong understanding of the functionality and processes of Penelope and AlayaCare
- Develop training manuals for implementation across the organization and deliver hands-on group implementation training to staff

## **Administrative\ Organizational Responsibilities**

- Consistently ensure that privacy, and confidentiality of client and employee information is maintained in compliance with legislation, regulations, and internal policies.
- Active participation in agency related meetings, providing follow up action and involvement as designated, working collaboratively with colleagues in a positive team centered approach
- Participation and involvement in key agency annual fundraising events as required
- Other duties as assigned from time to time

## **Other Duties**

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

## **Qualifications:**

### **Education**

- College or university degree in health, project management or related field
- Minimum 1-3 years' experience in health or social services field
- Previous related experience in a not-for-profit organization is preferred
- A combination of education, training and experience will also be considered.

### **Experience**

- Excellent organizational, planning and time management skills
- Previous project management or project coordination experience is considered an asset
- Previous experience with organizational accreditation is considered an asset
- Demonstrated strength in achieving targets and meeting deadlines
- Excellent knowledge of the Microsoft suite of software (i.e. Word, Excel, PowerPoint, etc.)
- Demonstrated knowledge and experience using electronic health record systems
- Experience planning and implementing programs with the ability to train 20-30 staff members
- Demonstrated attention to detail
- Ability to learn new technology autonomously and with ease
- Very good written, verbal and listening communication skills
- Ability to work effectively with others, yet also work independently with minimal supervision
- Current Ontario driver's license and daily access to a vehicle
- Clear vulnerable persons check

### **Physical Demands**

- Significant periods sitting at the computer, but with the opportunity to move away from the workstation
- Sensory attention is required for the majority of the workday (looking at computer screen, reading documents, etc.)

### **Travel**

- There are no travel requirements associated with this role

**TO APPLY:**

- Please submit your application to **jobs@alzheimerdurham.com** quoting “**Project Coordinator**” in the subject title no later than **September 9<sup>th</sup> at 4:00 p.m.**

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

**Human Rights Code & AODA:**

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Commitment to Equitable Recruitment**

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** 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.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario 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+.

*The Alzheimer Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.*

**Disclaimer**

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: August 2022