

Alzheimer Society

DURHAM REGION

Position: Program Assistant – Programs – Contract until July 2, 2021 with possibility of extension. 30 hours/week.

Reports to: Manager, Community Programs

Start Date: May 10, 2021 – subject to funding

Position Summary: Working as a member of the ASDR team, the Program Assistant will provide support to the Family Support, Active Living, and Public Education teams. The Program Assistant will support staff to deliver programs and services in a timely and effective manner in order to meet the needs of those living in Durham Region with Alzheimer's disease and other dementias.

Responsibilities:

- Provide follow-up support to people living with dementia and care partners after they have met with a member of the Family Support Team. Includes current clients as well as clients & families that have not had contact with us in an extended period of time.
- Assist with delivery of public education sessions and trainings.
- Respond to information requests and provide client follow up as needed
- Assist with Active Living programs. Includes assisting program participants at weekly sessions, assisting with development and production of recreation resources, activities, and program materials.
- Updating current database & contacts.
- Assist with enhancing public awareness of ASDR services
- Contact community partners to promote and increase awareness of programs & services (may include but not limited to local libraries, seniors' centres, community centres, churches, recreation centres and other public spaces)
- Assistance with Resource Centre organization and cataloguing
- Update community resource lists
- Support with Seniors Month activities
- Assistance with special projects as assigned
- Provide administrative support as required

QUALIFICATIONS AND SKILLS:

- Excellent interpersonal, verbal, written and 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 Knowledge, Skills, Abilities or Certifications:
- Current Ontario driver's license and daily access to a vehicle
- The successful candidate will be required to provide a clear Vulnerable Sector check (police check) conducted within the last two months.
- Access to reliable internet and telephone service
- Ability to work remotely in a secure setting
- Ability to work occasional evenings and weekends, as required
- Valid Ontario Driver's license and vehicle available to travel throughout Durham Region

The successful candidate will be required to provide a recent police check conducted within the last two months.

Subject to funding

TO APPLY:

- Please submit your application to **jobs@alzheimerdurham.com** quoting "**Program Assistant**" in the subject title no later than Friday, April 9th, 2021 at 4 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.

To be eligible, youth must:

- 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**; and,
- 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.

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.