

# Role Profile

## Education Coordinator

*Société Alzheimer Society*

NOVA SCOTIA

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## Organizational Profile

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The Alzheimer Society of Nova Scotia (ASNS) is the leading not-for-profit organization working to improve the quality of life for Nova Scotians affected by dementia and advance the search for the cause and cure. Since 1983, ASNS has been providing help for people with dementia, their care partners and healthcare professionals – and that help comes in many ways.

Over 600,000 Canadians currently live with dementia, and that number is expected to rise to 1.7 million by 2050. In our province alone, over 16,000 Nova Scotians live with the disease, and that number is expected to almost double in the next 30 years. Dementia is the fastest growing healthcare issue of our time.

### **Mission Statement**

ASNS is committed to alleviating the personal and social consequences of Alzheimer’s disease and other dementias and promoting the search for causes and cures.

### **Vision Statement**

- Provide leadership in addressing the reality of Alzheimer’s disease and other dementias.
- Strengthen existing programs and create new ones in response to ever increasing needs.
- Advance and develop educational opportunities.
- Participate in and promote research.
- Provide an environment that attracts and retains high quality staff and volunteers.

### **Lighting Our Future Path: Strategic Intentions 2022-2027**

The result of extensive community and stakeholder consults, our strategic intentions set a course for 2022-2027. Through execution of this plan, we aim to expand existing services and ensure supports for every stage of the dementia journey, from diagnosis to end-of-life. We intend to support caregivers, in both formal and informal settings, to ensure they are equipped with adequate knowledge, skills, and resilience. We commit to addressing barriers to dementia support, whether they are cultural, geographical, or otherwise. And we plan to work collaboratively with government, healthcare, and sector partners to ensure we amplify the voices of those with lived experience, and ensure we are focused on advocacy issues that matter to them. Read our full strategic intentions document at [www.alzheimer.ca/ns/stratplan](http://www.alzheimer.ca/ns/stratplan).

## Our Values

Our values are “CARE: Collaboration, Accountability, Respect, and Engagement.” Work is in progress to ensure that ASNS values underpin all aspects of our working culture, from hiring and orientation, performance evaluations, how we manage our day to day and how we interact with each other:

- **Collaboration** - We work together as one organization, and actively engage with partners to fulfill our mission and achieve our goal – that Nova Scotians receive personal and responsive services throughout their dementia journey.
- **Accountability** - We measure our performance and follow a process of continuous improvement. We are accountable for our actions, we lead with personal accountability, and must account to our stakeholders for our use of the financial and human resources available to us.
- **Respect** - We set for ourselves the highest standards of honesty, trustworthiness, and professional integrity in all aspects of our organization and conduct our work with the utmost respect for the dignity and the rights of the people we serve, and those we work alongside.
- **Engagement** - We strive to engage stakeholders in meaningful ways. To inform, listen and be attentive to those we work with - people with dementia, families, community partners, donors, volunteers, and staff members.

## We Are ASNS!

Our talented staff team works across four core organizational functions: *Finance & Operations, Programs & Services, Research & Advocacy* and *Philanthropy*. Each department has a Director as lead (reporting to the CEO), with a small management structure underneath. Though we recruit and work based on specialties, it is widely understood that anyone who joins our team ‘works as one’ with their colleagues. We all have a role to play in ensuring the health, success, and sustainability of our organization and its deliverables across all functions and we work as needed to meet mission and fiscal goals.

## I.D.E.A (Inclusion, Diversity, Equity & Accessibility)

Dementia does not discriminate. We put personhood at the centre of our work, and we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees, clients, and stakeholders. All qualified applicants will be considered for our team, and we encourage applicants from diverse communities to self-identify in their application. Please request any accommodation required to facilitate the recruitment process.

Our I.D.E.A strategy is central to our new strategic initiatives, and we invest in organization-wide training and development to better support all equity-deserving communities.

## Board of Directors

The dedication, enthusiasm and expertise of our Board of Directors makes it possible for us to continue to support Nova Scotians affected by dementia.

## Alzheimer Society Federation

ASNS is a member of the *Alzheimer Society Federation* (the Federation) which consists of 10 provincial societies and the *Alzheimer Society of Canada (ASC)*. This Federation is defined as a network of partners committed to a common mission and a shared brand and program model, while remaining legally independent from one another. In addition to independent provincial strategic plans (the responsibility of individual societies), there is also a Federation-wide strategic plan, and it is crucial each society is in support of effective execution of both. There are shared financial mechanisms relating to nationwide revenue sharing, provincial support of the nationwide Alzheimer Society Research Program, and an annual assessment for shared service provision.

## First Link®

ASNS operates using the First Link® model of Programs and Service delivery. Persons living with dementia and their families or care partners are connected to the Alzheimer Society for information, education, support, and referral. These connections are ideally made as early as possible in the course of the disease and are maintained throughout the progression of the disease via a combination of programs and services provided by ASNS, alone or in partnership with other health and community agencies. Clients may contact the society directly or be referred by a physician or other health care provider.

## Additional Information

- Alzheimer Society of Nova Scotia  
<http://www.alzheimer.ca/en/ns>
- Partnerships  
<http://www.alzheimer.ca/en/ns/About-us/About-the-Alzheimer-Society/Our-Partners>
- About Dementia  
<http://www.alzheimer.ca/en/ns/About-dementia>
- Programs and Services  
<https://alzheimer.ca/ns/en/programs-services>
- The Landmark Study Report  
<https://alzheimer.ca/ns/en/landmark>  
<https://alzheimer.ca/ns/en/landmark2>

## **The Role**

As the Education Coordinator you are part of a team responsible for implementing a range of programs and services that provide education and support to persons living with dementia, their partners in care, and supporting community and health care professionals. This role will focus primarily on support and delivery of educational programming. Additionally, this position will provide limited support to internal training needs initially, with potential for this aspect of the role to expand over time.

## **Accountability & Relationships**

The Education Coordinator reports to the Manager of Education and Belonging and works collaboratively as part of a larger Programs and Services team to achieve the strategic directions of ASNS. In addition, this person works with other staff and volunteers of ASNS and other organizations as appropriate to carry out the responsibilities of this position.

## **The Details**

This is a full-time position, five (5) days/thirty-five (35) hours per week, with core working days and hours of Mondays to Thursdays from 8:30 am – 4:30 pm (60 min lunch) and Fridays from 8:30am – 4:00pm (30 min lunch). Friday hours may be reduced further (8:30am -1:00pm), at your discretion during any week, via the use of our Flexible Fridays initiative. Occasional evening and weekend hours may be required, which is compensated for on a flex-time basis. Currently, most staff work in the provincial Halifax office approximately 50% of the time and from a home office approximately 50% of time. This arrangement is subject to change with notice.

A laptop and cell phone (or stipend) are provided as are general stationary items such as paper, file folders and writing instruments as needed.

A home office requires secure and reliable internet connectivity as well as privacy. Office furniture is not provided for home offices; however, a stipend is provided to offset costs related to internet and furniture.

ASNS offers competitive salaries, a group RRSP plan, a comprehensive benefits package including an employee assistance program, a professional development allowance and support from a staff Wellness Committee.

## **Key Areas of Responsibility**

### **1) Education & Awareness**

- Facilitate in-person and virtual education sessions from ASNS' suite of programs for people living with dementia, and their partners in care;
- Deliver education sessions to the general public, community and/or healthcare groups;
- Develop customized evidence-based education as requested to meet the needs of ASNS client groups;
- Support the development of culturally relevant education and tools to support diverse communities;
- Support the development and implementation of an organization-wide training and development infrastructure;
- Assist in the development, coordination, and delivery of ASNS programs, services, events, and projects as assigned.

### **2) General Duties**

- Participation in Programs and Services meetings, all-Staff meetings and other meetings and working groups as appropriate;
- Active participation in the fulfillment of the Society's mandate for continuous quality improvement by supporting the development of tools, maintaining records, gathering statistics and other duties as may be assigned.

## **Key Competencies**

### **1) Adult Education**

- Possesses knowledge of adult education theory and practices;
- Demonstrates confidence implementing educational programming using theories and practices of adult education;
- Ability to synthesize evidence and convey latest knowledge in an approachable and learner centered way;
- Places learners at the center of design and delivery, and encourages safe and respectful learning environments;
- Teaches holistically; ensures space for affective learning.

### **2) Teamwork**

- Co-operates well with other members of the team to meet team and organizational goals;
- Seeks advice and collaborates with others as needed;
- Recognizes different ways of working and the need for flexibility.

### **3) Communication**

- Demonstrates empathy and respect; and possesses skills in active listening;
- Ability to adapt communication style to the needs of diverse learning groups;
- Confident giving, receiving and integrating feedback as part of the curriculum review process.

### **4) Cultural Humility**

- Displays empathy and understanding related to the complex realities of communities and populations experiencing barriers to equitable health care, and discrimination in general;
- Has awareness of own culture and is open to explore issues of unconscious bias;
- Possesses enthusiasm to learn about and understand diverse behaviors, values, and attitudes;
- Understands how one's own position can support the improvement of systems and relationships that support equitable health outcomes for all Nova Scotians.



## **The Ideal Candidate**

### **Education & Experience**

- Minimum of 3 years relevant experience in the field of education, social work, health or community services; or an equivalent combination of education and experience;
- University degree in Education, Social Sciences, Social Work, Community Services, Gerontology, Public Health, Health Administration, Disability Studies, or equivalent;
- Demonstrated knowledge and application of learner-centered principles, problem solving strategies and confidentiality;
- Proficiency using the Microsoft Office Suite (Teams, Word, Excel, and PowerPoint), and with Zoom platform;
- Demonstrated experience facilitating education in French and English an asset;
- Knowledge of Nova Scotia’s health system, Alzheimer’s disease and other dementias; health charity/not-for-profit environment an asset;
- Experience working with databases an asset.

### **Attributes**

- Excellent organizational and time management skills;
- Exceptional listening, oral and written communications skills;
- Ability to work independently and as a strong team contributor;
- Demonstrated commitment to continuing professional development;
- Sensitivity to the needs of persons living with dementia and their communities and families;
- Professional communicator, open and transparent communication style;
- Open to asking for and accepting help when needed;
- A values-based working style; decisions and actions reflect the shared values of ASNS.

**Appendix 1: Media Posting  
Education Coordinator  
Halifax, Nova Scotia**

Would you like to work with a non-profit organization that is making a difference in the lives of people living with dementia? Are you an educator skilled in facilitation and program development? The Alzheimer Society of Nova Scotia (ASNS) is seeking a new team member to work with our dedicated Programs & Services team.

The Alzheimer Society of Nova Scotia (ASNS) is the leading not-for-profit organization working to improve the quality of life for Nova Scotians affected by Alzheimer's disease or other dementias and advance the search for the cause and cure. Since 1983, ASNS has provided help for people with Alzheimer's disease and related dementias and their care partners – and that help comes in many ways. The organization has grown significantly over its 40+ years and presently employs over 40 well-trained, committed, hardworking staff, in the areas of Finance & Operations, Programs & Services, Philanthropy, and Research & Advocacy. We are now seeking an Education Coordinator to join our Programs & Services team.

Reporting to the Manager of Education and Belonging, the Education Coordinator provides support in the design and delivery of a suite of education programs for persons living with dementia, their partners in care, and community and health care professionals. The Education Coordinator will bring their university-level education or equivalent, knowledge and experience, as well their collaborative approach to this very important role.

To learn more about this exciting opportunity, visit [www.alzheimer.ca/ns/careers](http://www.alzheimer.ca/ns/careers) for a full role profile.

The annual salary band for this position is \$56,650 to \$58,650. ASNS also offers a group RRSP plan, a comprehensive benefits package, and an employee assistance program.

To apply, please send a resume and cover letter as one pdf document to Kirstie Creighton, Manager of Education & Belonging; [Kirstie.creighton@asns.ca](mailto:Kirstie.creighton@asns.ca) and Sian Messinger, Manager of Operations; [sian.messinger@asns.ca](mailto:sian.messinger@asns.ca). Your cover letter should include a description of how your skills, education, and experience make you a good candidate for this position. Please apply by **Monday, February 17, 2025, 11:59 pm**.

The Society values diversity and inclusion and is committed to supporting equity deserving communities. We are dedicated to building an organization that reflects the diversity of the people we serve and communities in which we live. Our commitment is to create an environment where everyone feels a sense of belonging and has the opportunity to reach their potential.

We encourage applications from all qualified candidates including Indigenous Persons, Black/African Nova Scotians, members of racially visible communities, persons with disabilities, persons of a minority sexual orientation, gender identity and/or expression, and/or language minorities. Applicants are encouraged to self-identify in their cover letter. Please feel free to request accommodations as needed.

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