

Job Posting

Alzheimer Society of Ontario

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

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.

Public Education Coordinator (One-Year Contract)

Reports to: Executive Director

Supervises: N/A

Location: Ottawa and Renfrew County

Job Summary

The Public Education Coordinator (PEC) delivers lectures and workshops, participates in other information activities to increase public awareness of dementia, and offers dementia-specific education to persons living with dementia, their families, caregivers, health care workers, paid caregivers, volunteers and others in Ottawa and Renfrew County. A strong knowledge of dementia and best practices is key to the position. The PEC works as part of a team, and reports to the Executive Director. Evening and weekend work are required within a reasonably flexible schedule.

Essential Duties and Responsibilities:

- To develop, deliver, and facilitate dementia information sessions and educational workshops to various stakeholders across the city, including but not limited to persons living with dementia, caregivers, and the general public
- To deliver professional training programs (such as U-FIRST and GPA) and develop other dementia information sessions to front line health professionals
- Building and maintaining partnership with organizations
- Utilizing social work processes to assist program participants in considering issues relevant to their situation and developing problem-solving plans
- To promote awareness and understanding of the importance of dementia specific education and information to diverse groups
- Working within a team to develop, implement, evaluate, and improve workshop content, process, and speaking engagements to ensure that they have met the requirements of the target group
- Contribute to external educational communications. (e.g., Society and other newsletters, newspaper articles etc.)

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- To remain current with regard to new developments in dementia research and best practices
- Maintain ongoing contact with colleagues and contacts external to the organization clients to ensure educational requirements are being met
- Act as a resource for inquiries from the general public and for the Society re: The Society's programs and services
- Assist in the development of an annual education plan and report for the Society
- Maintain and provide content education information on Society website
- Coordinate public education events and speaking arrangements
- Act as a staff liaison to committees as assigned
- Participate in community forums and committees related to dementia services and supports.
- Work collaboratively with staff, volunteers and community partners to meet Society mission and mandate
- Prepare a monthly statistical and summary report of education activities and events

Job Qualifications

Education:

- Post-secondary degree in health promotion, adult education, allied health or social science with a focus on gerontology
- An equivalent combination of education and experience will also be considered

Experience:

- Minimum of three years full-time hands-on experience working with persons with dementia and their caregivers
- Experience facilitating training in groups

Other Knowledge, Skills, Abilities or Certifications:

- Strong knowledge of Alzheimer's disease and other dementias is essential
- Experience designing education and training programs
- Impeccable public speaking and facilitation skills
- Experience in group work, group facilitation and group processes
- Extensive knowledge of community healthcare agencies and resources
- Demonstrated commitment to continuing professional development
- Excellent written and verbal communication skills
- Computer literate and willing to learn new software
- Proficient in Microsoft office, comfort with Zoom
- Ability to present to a wide variety of stakeholders including professionals and students
- Understanding of adult learning and E.S.L. principles
- Strong interpersonal and organizational skills
- Ability to prioritize workload and manage multiple tasks
- Ability to show initiative, and to work independently and as part of a closely-knit team
- Attention to detail, strong work ethic
- Fluency in French and or another language is an asset
- Education background in social work or social services worker an asset
- Valid driver's license and access to a vehicle is preferred
- Teaching and public presentations are required on evenings or weekends

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Commitment to Equitable Recruitment

The Alzheimer Society 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 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+.

COVID-19 Vaccination

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

We thank all who apply, but only those selected for an interview will be contacted.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: July 7, 2022