

## **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.

#### **Programs Manager, Provincial Programs & Knowledge**

**Reports to:** Director, Education and Knowledge Translation

**Supervises:** n/a

#### **Job Summary**

The Programs Manager, Provincial Programs & Knowledge Translation supports the growth and management of the programs and services vision of ensuring that every family in Ontario facing a dementia diagnosis has immediate access to Alzheimer Society programs.

This position is responsible for supporting the planning, implementation, evaluation, and sustainability of provincial programs across the federation of local Alzheimer Societies in Ontario in order to maximize program reach, build capacity, and ensure consistent, client-centred, quality delivery. The Programs Manager, Provincial Programs & Knowledge Translation's primary focus will be on supporting education programs and knowledge translation activities.

#### **Essential Duties and Responsibilities:**

##### **Program Management & Evaluation**

- Contribute to the development of programs to include program plans, data collection, and evaluations with a focus on quality service delivery consistently across the Alzheimer Society in Ontario.
- Manage project plans to direct and monitor program resources, deliverables, and timelines, and contribute to the development of solutions to address identified risks.
- Monitor and regularly report on program/initiative status.
- Collect data to inform program evaluation and planning, and for reporting purposes.
- Coordinate external evaluators and/or researchers to build the evidence base for provincial programs impact, support continuous improvement, and inform future program plans.
- Contribute to the development of funding proposals and cases for support.
- Contribute to the development of reports for internal and external audiences.

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## **Training, Knowledge Translation & Resource Development**

- Develop and support implementation of training plan(s) to promote consistency and quality of program delivery, across all Alzheimer Societies in Ontario.
- Organize and facilitate teleconferences, online meetings, webinars, and in-person meetings and/or conferences to collaborate and support local Alzheimer Societies with program implementation, evaluation, and sustainability.
- Develop tools and resources to support local Societies in program delivery and to build consistency across the province.
- Support sharing and learning among staff from local Societies through formal and informal knowledge transfer and exchange initiatives.
- Remain current with regards to best practices and new developments in dementia research and care, adult education and knowledge translation.

## **Stakeholder Engagement & Outreach**

- Identify and support external collaboration opportunities with community partners to promote provincial program initiatives.
- Contribute to the development of program promotional materials to raise the profile and awareness of programs with external stakeholders.
- Identify and participate in networking groups and on external committees as appropriate.

## **Job Qualifications**

### **Education:**

- Minimum bachelor's degree or related experience in health care/administration, social sciences, social work, gerontology or other related discipline.

### **Experience:**

- 3-5 years' experience in social services and/or health care sector
- At least 2 years' experience managing projects and/or initiatives

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

- Proven experience successfully managing projects/initiatives from start to finish
- Excellent organizational, planning and time management skills, including handling multiple, concurrent issues and tasks, with an ability to prioritize workload and recognize the significance of unusual or urgent situations in a fast-paced environment.
- Ability to show initiative, and to work independently and as part of a closely-knit team.
- Strong understanding of adult learning theory/curriculum development is an asset.
- Understanding of knowledge translation theory and processes is an asset.
- Excellent verbal, written, and listening communication skills, including strong facilitation and presentation skills
- Strong computer skills, including literacy in Microsoft software programs (Word, Excel, PowerPoint, Outlook, etc.) and online platforms, including Zoom
- Ability to establish and manage diverse relationships, both internal and external to the organization
- Ability to collaborate and instinctively and effectively mobilize stakeholders towards common goal(s)
- Experience within a highly matrixed organization
- Comprehensive knowledge of Alzheimer's disease and other dementias is an asset

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- Understanding of community-based health/support services sectors, including reporting and processes related to client service delivery is an asset
- Experience in dementia care and service delivery is an asset
- Bilingual French-English speaking is an asset.

**Very Occasional Travel to the Toronto Head Office**

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

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

**Closing Date: April 23, 2021**

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