

# Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

## **DAY PROGRAM ASSISTANT** *PART TIME POSITION – 21 HOURS PER WEEK*

### **WHO YOU ARE**

You are a caring and compassionate person who is dedicated to ensuring that people living with dementia have current, recreational opportunities that meet their unique needs. You are an excellent communicator who actively listens and collaborates with others. You understand the importance of behaving ethically, creating boundaries, providing opportunities & support that are centered around the clients that we serve.

What you will be doing:

- Assist with the planning, implementation, and evaluation of social/recreational programs for our Young Onset Day Service
- Working with the Clients of the Young Onset Day Program to develop a schedule of activities including, exercise, cognitively stimulating activities, outings, and healthy meals
- Communication with community partners and/ or referral sources to ensure early intervention and inclusion in appropriate social/recreational programs
- Building strong internal and external relationships with clients, staff, volunteers, donors, and community stakeholders
- Maintaining confidential, accurate client documentation records

What you bring to the table:

- Diploma or degree in recreation, social services, gerontology, or other related discipline
- Experience working directly with people living with dementia and their care partners
- Previous experience with a community-based agency or not for profit
- Willingness to participate in professional development and work actively with team members
- Ability to travel within our four counties

### **WHO WE ARE**

We are a locally based organization that serves people living with dementia, their care partners, and families. Need in our region is rising quickly, and we are poised to address it: our strategic plan is in place, our staff are on the forefront of innovation, and our fundraising is ready to go to the next level.

We support our staff to maintain a work-life balance, have excellent benefits and ensure you have access to continued professional development. Our office is beautiful and spacious, and we encourage you to bring your sense of humour to work with you.

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## **HOW TO APPLY**

Interested applicants should submit their most updated resume and cover letter with “Job Title” in the subject line to [info@alzheimersociety.ca](mailto:info@alzheimersociety.ca) prior to November 30<sup>th</sup>, 2020.

*The Alzheimer Society supports and encourages applicants of diversity. Accommodations and remote work options are available. Only candidates selected for an interview will be contacted.*