

# Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

## INTAKE COORDINATOR

*Contract Position - Up to 1 Year*

### WHO YOU ARE

You are a caring and compassionate person who is dedicated to putting the unique needs of the person living with dementia and their care partner at the centre of everything you do. You are an excellent communicator who is friendly and collaborates well with others. You understand the importance of behaving ethically, creating boundaries, and providing support in a manner that is suited to all stakeholders.

What you will be doing:

- You will be the first point of contact for all stakeholders
- You will answer calls and direct them to the correct person
- You will receive visitors to the office and direct them to the appropriate staff
- Provide walk in visitors with general information and assist with selecting resources and/or connecting with Alzheimer Society programs
- You will receive professional referrals and connect with referral sources to obtain required information
- You will be responsible to enter data into our Client Database and maintain confidential, accurate client records

What you bring to the table:

- Diploma or degree in health care, 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

### 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.

Salary for this position is Grade 4, commensurate to experience: \$36,400 - \$41,860.00

## 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 1, 2022, 4:00 pm.

### *COMMITMENT TO EQUITABLE RECRUITMENT*

*The Alzheimer Society of Peterborough Kawartha Lakes Northumberland and Haliburton 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 of Peterborough Kawartha Lakes Northumberland and Haliburton 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+.*

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

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 may be asked to perform other duties as required.