

Alzheimer Society

SIMCOE COUNTY

JOB POSTING

EDUCATION COORDINATOR

Permanent, Full-time

35 Hours per Week

Start Date: October 2022

Position Summary: Reporting to the Manager of Education and Support Programs, the Education Coordinator is responsible for designing, delivering and facilitating the delivery of dementia education programs for various target groups throughout Simcoe County, with a particular focus on the Barrie and South Simcoe regions. The target groups include those with a diagnosis of Alzheimer's disease or other dementias (ADRD), family members and care partners, community service providers, members of the general public, and Alzheimer Society staff and volunteers.

Responsibilities include:

- Initiating and maintaining public education activities in the community to raise awareness of ADRD.
- Planning, implementing, coordinating and evaluating dementia education and training activities for a variety of target groups, including persons living with dementia, family and professional care partners, students, volunteers, long-term care home, retirement home, and community support service agency staff, in collaboration with staff, volunteers and community partners.
- Delivering and facilitating education and training to the full range of target groups.
- Acting as a resource for inquiries from the general public and media.
- Managing the Society's Resource Lending Library.
- Coordinating and supervising education volunteers.
- Providing support as necessary to assist care partners and persons living with dementia.
- Participating in the activities of the North Simcoe Muskoka Dementia Network, and representing the needs of persons living with dementia, their care partners and the Society on other external committees as appropriate.
- Contributing to external educational communications (e.g. Society and other newsletters, newspaper articles, Society website and social media sites).
- Maintaining up-to-date and confidential documentation/database files about individuals participating in Society education programs and services.
- Collecting program statistics and preparing activity reports.

Qualifications:

- Certificate, diploma or degree in the healthcare field, social services, geriatric care, public relations and communications, education, or other related discipline.
- Thorough knowledge of ADRD and current education/training programs.

- Experience working with persons living with dementia and/or their family members/care partners.
- Experience with a community-based agency and/or not-for-profit organization.
- Experience in the development and delivery of educational programs, both in-person and online.
- Ability to work cooperatively with staff, volunteers and community partners.
- Excellent organizational, planning and time management skills.
- Excellent communication and presentation skills.
- Computer literacy and experience with client database systems.
- Valid “G Class” driver’s license, and regular access to a reliable, insured vehicle.
- Ability to work a flexible schedule (including some evening and weekend hours).
- Fluency in French an asset.

Equivalent combinations of education and experience will be considered.

Application Deadline: Friday, September 23, 2022 at 4:30 p.m.

Send application by Email only to:

Alzheimer Society of Simcoe County

Attention: Laura-Lynn Bourassa, Manager, Education & Support Services

E-mail: lbouassa@alzheimersociety.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.