

Job Posting

Alzheimer Society of Windsor Essex County

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

Education & Support Coordinator (Enhancing Care Project)

Reports to: Director of Programs

Supervises: N/A

Job Summary

The Enhancing Care Project is designed to specifically address the complex needs and challenges of informal carepartners taking care of persons with dementia at home. The Reitman Centre at Mount Sinai Hospital provides an extensive suite of programs to sustain family carepartners. The programs deliver unique, targeted and tailored skill-building interventions to address the complex mix of factors that affect carepartners' ability to cope and adapt to the new and often unwelcomed role of carepartner. The program combines therapeutic principles for managing carepartner stress and burden with novel approaches to education and skills training and formal problem solving techniques. The goal is to equip carepartners to better manage the day-to-day care of the person living with dementia and to address emotional stress and to reduce levels of carepartner burden.

Reporting to the Manager of Education and Support Programs, the Education & Support Coordinator will work clinically, primarily with care partners of persons living with dementia in triaging, evaluating, conducting group and individual sessions. Clinical work with persons living with dementia may also be required. The role will include outreach to recruit carepartners to the program and build networks with local and regional programs that work with carepartners of persons living with dementia.

Essential Duties and Responsibilities

- Assesses, plans, implements and evaluates patient centred care for carepartners of persons living with dementia, in group and individual therapy
- Leads innovative training programs for family and/or professional caregivers of the elderly
- Administers standardized mental health assessment instruments as part of the outcome evaluation.
- Communicates and collaborates with the local team and network of other Reitman Centre dementia carepartner counsellors in the province to provide continuity of care in all settings.

Monitoring/Evaluation:

- Collect, maintain and report required quantitative and qualitative data to support province-wide monitoring, evaluation and reporting
- In collaboration with the Reitman Centre at Mount Sinai Hospital, participate in planning and implementation of evaluation to examine the overall effectiveness of Enhancing Care Project to ensure a timely response to emerging needs

Job Posting

Service Delivery Standards and Quality Improvement:

- Maintain confidential, accurate and current client records, including complete and thorough documentation for each client contact, in compliance with relevant privacy legislation and in accordance with professional standards and internal policies
- Ensure that client consents, privacy, and confidentiality are maintained in compliance with legislation, professional standards/regulations and internal policies
- Maintain an advanced level of knowledge of Alzheimer's disease and other dementias, including clinical manifestations, behaviours, current care practices, treatment options, placement options, available community resources, and all relevant legislation
- Assist with the development and maintenance of policies, procedures and resources to support referrals, intake, system navigation, care coordination, and follow-up activities
- Participate in knowledge transfer and exchange and collaborate with Alzheimer Societies across Ontario to support the delivery of best practices and ongoing quality improvement

Other Duties:

- Perform other duties consistent with the job classification, as required

Job Qualifications

Education:

- Minimum Bachelor degree in social work, gerontology or other related health care discipline. Registered health professional designation required and Master's level education preferred

Experience:

- 3 to 5 years client service experience in the health and/or social service sectors
- Experience working directly with people living with Alzheimer's disease or other dementias and their care partners
- Experience and knowledge in management of chronic and complex health conditions
- Strong knowledge of client-centred philosophy
- Knowledge of clinical practices and training models related to dementia (e.g.: P.I.E.C.E.S. and U-First!)
- Experience in assessment and care planning/coordination
- Experience working in settings requiring inter-professional collaboration

Other Knowledge, Skills, Abilities or Certifications:

- Excellent communication (verbal and written)
- Exceptional interpersonal skills, including shared decision-making and facilitation
- Ability to prioritize workload and manage competing tasks
- Ability to take initiative and be resourceful
- Excellent problem-solving and change management skills
- Proficiency in technology (e.g.: Microsoft office and case management and care coordination systems)
- Demonstrated ability to work independently and within a team
- Expertise and experience in cultural sensitivity and diversity
- Ability to speak French or other languages an asset

Travel Requirements:

- **Travel within Erie St. Clair LHIN is required.**

Physical Demands:

- No special physical demands are required beyond the performance of general office duties

Job Posting

- Significant periods sitting at the computer, but with the opportunity to move away from the work station
- Sensory attention is required for the majority of the work day (looking at computer screen, reading documents, etc.)

Please submit your resume and cover letter to: hr@aswecare.com

Please include the 'Job Title' in the subject line. Applications without a cover letter will not be considered.

Closing Date: January 7, 2019 @ 8:30 a.m.

Interviews to be held immediately following the closing date of the job post.

Preferred start date: Mid to late January, 2019.

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

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.