

# *Société Alzheimer Society*

SUDBURY-MANITOULIN NORTH BAY & DISTRICTS  
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## **FIRST LINK CLINICAL LEAD (FLCL-2020)**

Full Time, Permanent (37.5 hrs./week);

960B Notre Dame Avenue.

Sudbury ON P3A 2T4

### **Job Summary:**

Reporting to the Executive Director, the FLCN Lead is responsible for the implementation, management, supervision and evaluation of the programs and services in accordance with standards set out by the Society, Ontario Health and all relevant legislation pertaining to the delivery of the SASSMNBD. The FLCN Lead participates in strategic planning, budgeting, management team meetings and initiatives as well as problem solving. The goal is the provision of best- practice and quality client service.

### **Knowledge/Skills/Abilities**

- Relevant experience in the field of Social and Health Sciences.
- Experience in a multi-level, public and/or not-for-profit organization with knowledge of current health care system directions/priorities.
- Relevant experience in developing and marketing new programs.
- Comprehensive knowledge of community health services, available resources.

### **Responsibilities:**

- Direct, plan and coordinate the work of the program staff including supervision and evaluation, training, and team building.
- Organize and lead monthly program team meetings to maintain effective communication within the team.
- Ensure adequate and qualified staff to carry out the programs and services.
- With the Executive Director, the FLCN lead will be responsible for the selection, hiring, coaching, and discipline of the program employees.
- Responsible for the implementation, management, supervision and evaluation of all programs and services in accordance with Society standards.
- Collaborate with program employees, Executive Director and other stakeholders to adjust current programs and introduce new ones to respond to the needs, trends, and the Society's Strategic Plan.
- Analyse trends in the programs and services, identifying issues and develop and recommend solutions to the Executive Director.
- Collect and analyse statistical data to use as guide for future programming and provide oral and/or written reports to the ED as required.
- Ensure quality control and risk management practices are observed and practiced in all programs and services.
- Develop, implement and evaluate recruitment strategies to expand the number of clients participating in the programs and services.

- Develop, update and review program policies and procedures according to Society standards and legal requirements.
- Responsible for the supervision and management of monthly, quarterly and annual program statistics requirements.
- Respond to inquiries and provide appropriate, accurate information and referrals.
- Respond to callers within an appropriate specified time span.
- Work in collaboration with all team members and other Society staff.
- Work in collaboration with other stakeholders.
- Remain current about relevant services available in the community and new developments in dementia research and care so that such information can be accurately provided to the Society's constituents.
- Clinical lead will carry a caseload and work with individuals and their families who are affected by Alzheimer's disease and related disorders. This will include assessments, counselling, crisis intervention, case management, discharge planning and appropriate referrals to community agencies.
- Work within a team concept in the sharing of information and providing back up to other staff as necessary and/or as assigned.

#### **Other Duties**

- Performing other related duties as assigned by the ED.

#### **Job Qualifications**

- BSW registration with College of Social Work
- RN/RPN registration with College of Nurses
- Minimum of 3 to 5 years' experience in management and clinical work
- Further study in the field of gerontology, dementia is an asset.

#### **Travel Requirements**

- Valid Ontario Driver's License.
- Travel across chapter district as required.

#### **Physical Demands**

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

The above statements are intended to describe the general nature and level of work being performed by most people assigned in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and requirements.

**Please forward your cover letter & resume by  
December 11, 2020 2020: Quote Job ID: (FLCL- 2020)**

**Email: [info@alzheimersudbury.ca](mailto:info@alzheimersudbury.ca)**

**By Mail: Alzheimer Society 960B Notre Dame Avenue. Sudbury ON P3A 2T4**

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