

Alzheimer Society

WATERLOO WELLINGTON

We are hiring!

The Alzheimer Society is the leading not-for-profit health organization working nationwide to improve the quality of life for Canadians living with Alzheimer's disease and other dementias. We support people living with dementia to "Live Their Best Day". The Alzheimer Society Waterloo Wellington (ASWW) offers a variety of services including individual and family counselling, support groups, educational workshops, social/therapeutic programming, and referral services to other supports in their communities.

The **Community Programs Coordinator (CPC)** designs, implements, and delivers programs to support people living with dementia or Mild Cognitive Impairment (MCI). The position accomplishes this objective by running programs directly for people with dementia or MCI which enhance quality of life and community engagement, and through supporting the delivery of all programs and services offered at the Alzheimer Society Waterloo Wellington (ASWW).

The selected candidate for this position will be part of our Programs and Services team and will report to the Director of Programs and Services. This position works collaboratively with other members of the program team and is based out of our Guelph office working 35 hours/week, 8:30 am – 4 pm, Monday - Friday. This is a hybrid position which currently offers 50% working in the Guelph office and 50% working remotely from a home-based office, with this working schedule to be reviewed in September 2023. Saturday, evening, and other hours as required to meet program needs with weekly schedule adjusted to accommodate.

This is a permanent position and compensation range upon hire is \$20 - \$24/hour. This position includes 3 weeks vacation and benefits after completion of new hire probationary period. Eligibility for group pension plan after one year of service.

Essential Functions and Responsibilities

Social and Recreational Programs for Persons Living with Dementia or Mild Cognitive Impairment (MCI)

- Design, implement and offer social and recreational group programs for people living with dementia or (MCI) and/or their care partners. The purpose of these groups is to provide opportunity for connection with peers and community, and cognitive stimulation.
- Facilitation of social networking and relationship building amongst participants.
- Build community partnerships to improve the sustainability of social and recreational groups offered by the Society through the development of additional program sites and in-kind resources available in those locations.

- Provide therapeutic recreational learning opportunities for therapeutic recreation student learners by co-facilitating or supervising the student.
- Participation in the training, supervision and debriefing support to volunteers and post-secondary student placements supporting the program.
- Market and promote social recreational programs to ensure such programs have sufficient attendance and participation.

Inclusion Lead

- Explore ways to engage persons living with dementia or MCI in ASWW programs and operations. The Lead will connect with staff regularly at meetings and program discussions to explore how persons living with dementia or MCI can be included in programs and operations, and ensure clients are made aware of such opportunities.

Collaboration with Programs and Services Team

- Provide linkage to ASWW programs, education, and social work supports through utilizing a First Link approach in service delivery.

Clinical Documentation

- Complete documentation and enter in all required statistics in client management system, and/or as otherwise required within three business days.

Continuing Competence

- Participate in learning activities to ensure best practices and current research is reflected in programs offered

Service Coverage

- Provide program delivery and/or participate in ASWW activities during weekend or evening hours as requested.

Administrative Responsibilities and Teamwork

- Participate in staff, Program Team, and Programs and Services Team meetings and ASWW events.
- Work in collaboration with all staff and volunteers.
- Participate in community meetings/committees as assigned.
- Identify strategic partnership opportunities to the Director of Programs and Services.
- Other related duties as required.

Education and Formal Training

- University degree or college diploma in Recreation and Leisure or a related field.

Experience

- Experience with social/recreational programming, building community partnerships and coordinating programs through volunteer or student practicum support.
- Ability to work collaboratively with all team members at the Society and with partner agencies.

Job Specific Competencies

- Experience working with people with dementia/mild cognitive impairment and/or their care partners.

General Competencies

- Strong written, verbal and listening skills.
- Ability to work independently and to work in collaboration with all team members at the Society and partner locations.
- Excellent organizational, planning and time management skills, including the ability to multi-task.
- High degree of professionalism and integrity.
- Ability to use discretion, judgment, and tact in handling sensitive or confidential information or situations.
- Competency with Microsoft Office suite.
- Competency with Nesda Trak or Alaycare an asset.
- A clear police records check for vulnerable persons.
- A current, valid driver's license and use of a reliable vehicle.

HOW TO APPLY:

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

ASWW is committed to being diverse, equitable and inclusive. People who represent visible minorities are encouraged to apply.

Please include a cover letter along with your resume when applying, and email your package to Gail Roth, Director of Programs and Services, groth@alzheimerww.ca

This posting will remain open until a successful candidate is hired.

We thank all applicants for their interest in this position and we will be in touch with only those candidates selected for interviews.