

# 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 **First Link® Coordinator (FLC)** coordinates referrals coming into the Society ensuring that client files are properly set up and that intake assessments are booked with a social worker as needed. This position collaborates with the Community Programs Coordinator in offering social-recreational programs for people living with dementia and their care partners living in the City of Guelph, Wellington County and/or the Region of Waterloo.

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 is based out of our Kitchener office and will work 28 hours/week, 8:30 am – 4 pm, Wednesday - Saturday. Evening and other hours as required with weekly schedule adjusted to accommodate.

This is a contract position ending on March 30, 2024. Compensation is \$23/hour.

### Essential Functions and Responsibilities

**Individual/Family Contact** the First Link® Coordinator (FLC) is usually the initial point of contact for prospective clients new to the organization. To ensure the client's needs are addressed by relevant services available through the Society and/or that needs of each prospective client are understood, the FLC will:

- Track and review referrals that are received to ensure that ASWW has received sufficient client information and that intake appointment occurs (as needed).
- Contact clients who have been referred for social work service to arrange for intake appointment with a Social Worker or First Link® Care Navigator.
- Follow-up with referral sources promoting a circle of care for clients.
- Provide opportunity for clients to speak to a social worker if they are in a situation of crisis or needing more immediate counselling support.

### Social and Recreational Programs for Persons Living with Dementia

- Implement and offer social and recreational group programs for people living with dementia, and/or their care partners. The purpose of these groups is to provide opportunity for connection with peers and community, and cognitive stimulation.

### **Clinical Documentation**

- Obtain consent to open client files in electronic documentation system and open files as required upon making initial contact with individual clients on behalf of the Society.
- Upload referral form and documentation into the client's record in the electronic documentation system.
- Complete required statistics in NESDA and relevant case notes in the electronic documentation system following client contact within two business days.
- Upon becoming aware that a care partner or person with dementia/cognitive impairment is deceased or will not seek services again for another reason, close the individual's client file in the electronic documentation system with summary note completed.

### **Quality Assurance**

- Enter service units delivered into the electronic client documentation system within two business days.
- Provide input for the organizational strategic plan as requested.
- Contribute comments for student evaluations to the student's supervisor.
- Participate in the distribution of evaluation instruments.

### **Collaboration with Programs and Services Team**

- Provide linkage to ASWW services through utilizing a First Link® approach in service delivery.

### **Continuing Competence**

- Participate in learning activities to ensure best practices and current research is reflected in programs offered
- Share updates about relevant services available in the community to support clients.

### **Service Coverage**

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

### **Administrative Responsibilities and Teamwork**

- Participate in staff, Program Team, 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**

- College Diploma in Health Administration, Medical Office Practices, Social Service Work, Community Services, Recreation and/or University degree in related field.

## Experience

- 1-2 years' experience in the health and/or social service sectors
- Ability to work collaboratively with all team members at the Society and with partner agencies.

## Job Specific Competencies

- Experience working with people with dementia/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.
- Proficiency in Microsoft Office programs, including Word, Excel, Outlook.
- Competency with Nesda Trak an asset.
- A clear police records check for vulnerable persons.
- A current, valid driver's license and access to a vehicle.
- Proof of two doses of the COVID-19 vaccine will be required for this position. COVID-19 information collected regarding your vaccination status will be collected in accordance with applicable privacy laws and solely for purposes related to your employment with the Company and shall not be used for any other purpose without your prior written consent.

## HOW TO APPLY:

ASWW 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.