

# 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 **Program Assistant – Education** assists the Programs and Services team in the coordination of virtual recreational, social, and educational programs for persons with dementia and their care partners. **We have 2 positions available.**

The selected candidates for this position will be part of our Programs and Services team and schedule will be set by a member of the Program & Services team. The positions are based out of one of our offices and will work 35 hours/weekly, 8:30 am – 4 pm. This is a 14-week contract position beginning May 9, 2022. Compensation is \$15 per hour.

#### Essential Functions and Responsibilities

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

- Assist staff in providing 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. These programs may be offered virtually or in person.

##### **Educational Programs for Persons Living with Dementia**

- Assist staff in providing educational programs for people living with dementia, and/or their care partners.

**Team Model** -- To facilitate Society staff sharing knowledge, expertise, and enthusiasm with each other, the Program Assistant - Education will:

- Participate in staff and team meetings and ASWW events.
- Work in collaboration with all staff and volunteers.
- Other related duties as required.

#### Training

- Orientation, training, and ongoing support provided.

## Eligibility:

As a funded program through the Canada Summer Jobs Program, to qualify student must be:

- Between the ages of 15-30 years at the start of employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

## General Competencies

- Minimum of 1 year of College or University education completed.
- Excellent interpersonal and customer service skills.
- Strong written, verbal and listening skills.
- Ability to work independently and to work in collaboration with all team members at the Society.
- 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.
- A clear police records check for vulnerable persons.
- 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](mailto:groth@alzheimerww.ca)

Please include in your subject line the position you are applying for.

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