

# Alzheimer Society

WATERLOO - WELLINGTON

## JOB POSTING

<b>JOB TITLE</b>	Public Education Coordinator
<b>REPORTS TO</b>	Director of Programs and Services
<b>STATUS</b>	15-month contract, 0.5 FTE (35 hours/bi-weekly) (Start date: April 3, 2017; end date: June 25, 2018)

### THE ORGANIZATION

The Alzheimer Society is the leading not-for-profit organization working nationwide to improve the quality of life for Canadians living with Alzheimer's disease and other dementias; and to advance the search for the cause and cure.

### JOB SUMMARY

The Public Education Coordinator organizes and participates in activities that increase awareness of dementia and facilitates dementia-specific training that addresses the needs of a diverse group including health care providers, persons living with dementia and their families, and other community members. As a key member of the programs and services team, the Public Education Coordinator will strive to ensure the effective delivery of the Alzheimer Society core services.

### Responsibilities Include:

- Initiate and maintain public education activities in the community to raise awareness of Alzheimer's disease and other dementias
- Assist in the development and facilitation of learning opportunities for people with early stage dementia, their families, and other partners in care
- Design and deliver/coordinate educational programs and training events for a variety of target groups (e.g., professionals, students, volunteers, caregivers, persons living with dementia, long-term care facility staff etc.) as needed to improve dementia care
- Promote awareness and understanding of the need for dementia specific education
- Coordinate the education and research content for all internal and external public awareness/educational communications
- Provide seamless support to clients by providing a linkage to social work services
- Documenting activities and interactions in the electronic documentation system
- Monitor the inventory of resource materials and recommend new resources as appropriate.

- Remain current of supports, research, innovations and best practices related to dementia and knowledge translation.
- Attend regional PEC meetings, community committees, and ASWW team and staff meetings as required
- Participate and support ASWW projects and events as needed
- Ensure staff and ASWW offices are appropriately stocked with educational materials, and re-order as necessary
- Perform other duties and responsibilities as required

**Qualifications:**

- Experience and comfort with public speaking and/or adult education an asset
- Enthusiastic, empathetic, professional who is a positive thinker and shows initiative
- Post secondary education in gerontology, education, social work, public health, nursing and/or social services field (e.g., Dementia Studies certificate)
- Minimum 5 years experience working directly with persons with a dementia and/or family members
- Work related-experience in public education, awareness or health and social services role
- Attention to detail, strong work ethic and ability to work outside regular business hours
- Must have a valid Ontario driver's license and regular access to a reliable, insured vehicle

We offer a competitive salary, benefits and opportunities for professional development. If you meet these requirements and are looking for a rewarding opportunity, please forward your resume and cover letter in confidence to Bethany Galbraith ([bgalbraith@alzheimerrw.ca](mailto:bgalbraith@alzheimerrw.ca)).

The posting will be closed at 4:00pm on Friday, March 10, 2017.

Approved by: Michelle Martin, Executive Director

Date: February 22, 2017