

Soci t  Alzheimer Society

OTTAWA AND RENFREW COUNTY

Position: Director of Programs

Status: Full-Time

Reports to: Executive Director

Supervisor: 7.5 Full-Time Program Staff and 1 Administrative Assistant

The Program Department includes all programs and services that relate to the individual with Alzheimer's disease, their caregivers and health care professionals in Ottawa and Renfrew County.

RESPONSIBILITIES

The Program Director will:

- Provide leadership and coaching to Program staff
- Be responsible for the development, implementation and evaluation of all programs and services
- Collaborate with staff, the Executive Director, Board and other stakeholders to adjust current programs and introduce new ones to respond to the needs, trends, and the Society's strategic plan
- Ensure quality control is maintained in all programs and services
- Prepare budgets and reports to support program goals as required by the Champlain Local Health Integration Network and the Alzheimer Society's Board of Directors
- Provide leadership and be a champion for those with dementia and their caregivers on community committees and networks as appropriate

Qualifications / Skills / Attributes

- Degree / diploma in a health or social services related field
Minimum 5 years experience in a middle-management position, with prior clinical experience in the field of aging and dementia
- Supervisory experience
- Comprehensive knowledge of available local professionals, services, and agencies
- Desirable traits: leadership skills, maturity, good judgement, team player, flexibility, personal integrity and strong communication skills
- Bilingualism an asset
- Must have access to own vehicle

If you are interested in the above opportunity [e-mail kwright@asorc.org](mailto:kwright@asorc.org)
subject line – Director of Programs by July 13, 2009.

We thank all applicants for their interest in the Alzheimer Society of Ottawa & Renfrew County,
however only those selected for an interview will be contacted.