

Soci t  Alzheimer Society

OTTAWA AND RENFREW COUNTY

POSITION: Program Staff

STATUS: Full-Time

REPORTS TO: Director of Programs

Basic Function: This individual works with a dynamic, dedicated team of 7.5 program staff and is responsible for providing information, education, support services and referrals for clients, managing a caseload and maintaining appropriate statistical information regarding clients served.

RESPONSIBILITIES

- Provides information, support services and referral for clients
- Provides outreach for GEM nurses, FHTs and others - Renfrew County
- Contributes to the evaluation & development of programs & services, ensuring quality control measures are in place.
- Maintains a client data base and statistical records
- Works on the promotion, facilitation and/or the provision of education workshops and seminars to caregivers, support groups and community partners
- Assists with training and supervision of support group facilitators - Ottawa
- Liaises with community professionals where applicable
- Maintains current knowledge on dementia
- Assists with maintaining of Resource Centre to ensure current information available
- Performs other duties from time to time as requested by the Director of Programs

Knowledge, Skill and Expertise

- A degree/diploma in a health or social service related field
- Specific training in dementia studies is an asset
- Comprehensive knowledge of Alzheimer's disease and related dementias and its impact on the person and his/her family
- Comprehensive knowledge of available community services/supports
- At least three years experience working with dementia clients and/or families
- Desirable traits include: maturity, good judgment, patience and flexibility, personal integrity, sensitivity, dedication, strong communication skills
- Counselling experience an asset
- Experience in giving presentations an asset
- Bilingualism an asset
- Must have access to own vehicle

If you are interested in the above opportunity, please apply by [e-mail](mailto:kwright@asorc.org) kwright@asorc.org subject line – Program Staff 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.