

Alzheimer Society

S I M C O E C O U N T Y

JOB POSTING

FAMILY SUPPORT COORDINATOR

Full-Time, Permanent
Start Date: Immediately

Position Summary:

Reporting to the Manager of Education and Support Programs, the **Family Support Coordinator** is responsible for coordinating all Alzheimer Society support services to clients, including individuals who are diagnosed with Alzheimer's disease and related dementias, and/or their care partners (family, friends, and professionals).

The **Family Support Coordinator** is responsible for developing a care plan for support that focuses on the individual needs and goals of each client, and may include individual and/or group support, and advocacy for community support services.

The **Family Support Coordinator** is responsible for the provision of Alzheimer Society support services within an assigned geographic region of Simcoe County, including the development, implementation and delivery of individual and group activities, and the development of positive working relationships with community partners.

Key Responsibilities:

- Provide ongoing support services to clients, including: assessment of client needs/goals, ongoing individual and family support, advocacy services, and providing information on dementia.
- Assess the client's need for support and, when necessary, make appropriate referrals to other community services and resources.
- Collaborate with the Manager of Education and Support Programs to establish, maintain and facilitate group programs for individuals affected by dementia and their care partners as needed to meet the unique needs of the catchment population, including marketing of programs.
- In consultation with the Manager of Education and Support Programs and the First Link Care Navigator, maintain and nurture relationships with community partners, stakeholders and referral sources that will enhance the success for early intervention of services through the First Link® program; ensure that individuals and families who are referred to the Alzheimer Society Support Program receive timely and appropriate service.
- Work with the Society's Education Coordinators to ensure the promotion and delivery of education workshops.
- Coordinate and supervise Support Program volunteers as appropriate.

- Maintain confidential, accurate and current files which contain information about individuals accessing services, and complete thorough, dated documentation for each contact with the service recipients.

Qualifications:

- Certificate, diploma or degree in healthcare field, social services, geriatric care, or other related discipline.
- Previous experience with individuals and families affected by dementia.
- Previous experience with a community-based agency and/or not-for-profit agency.
- Previous experience in the development and delivery of both individual care plans and group support activities.
- Excellent organizational, planning and time management skills, including the handling of multiple, concurrent issues and tasks.
- Excellent verbal, written and listening communication skills.
- Exceptional interpersonal skills.
- Ability to work independently as well as in a team environment.
- Knowledge of community social, health and service organizations.
- Computer literacy and experience with client database systems.
- Valid “G Class” driver’s license and regular access to a reliable, insured vehicle.
- Ability to work a flexible schedule (including some evening and weekend hours).
- Fluency in French an asset

Equivalent combinations of education and experience will be considered.

Application Deadline: Wednesday, January 23, 2019 at 4:30 p.m.

Send cover letter and resume in confidence by Email only to:

Alzheimer Society of Simcoe County
Attention: Debbie Islam, Chief Executive Officer
E-mail: dislam@alzheimersociety.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.