

# Soci t  Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## POSITION POSTING

Position Title: **Public Education Coordinator – Brant County and Haldimand Norfolk**

**Full-time, 14-month contract (35 hours per week)**

The Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton (ASBHNNH) is looking for a full-time, 14-month contract Public Education Coordinator for **Brant County and Haldimand Norfolk**. Under the direction of the Team Lead, Education and Social Programs, this position facilitates the promotion of awareness, development and delivery of risk reduction and dementia education, and skills development for various groups including the general public, persons living with dementia, care partners, healthcare professionals, service providers, etc. This position also contributes to the broader goal of building dementia friendly communities.

The Alzheimer Society is an equal opportunity employer and is dedicated to building a workforce that reflects the diversity of our communities in which we serve. We respect the diversity in our community that includes, but is not limited to, race, ethnicity, national origin, gender identity, gender expression, sexual orientation, age, ability, socio-economic status, class, neurodiversity and religion.

**The primary office location for this role is flexible between either Brantford or Simcoe with extensive travel throughout Brant County and Haldimand Norfolk.** Office hours are Monday to Friday from 8:30am to 4:30pm, but occasional evening and weekend work is required. This role also requires regular lifting and carrying of items (presentation, outreach materials, dementia experience supplies, etc.). The hourly range for this role is \$25 - \$27 (based on 1820 hours/year).

### Key Responsibilities:

- Works with members of the Education team and the Team Lead to design, deliver, and evaluate dementia educational curriculum, materials, and activities for a variety of groups in a range of settings.
- Initiates education activities in the community to raise awareness about Alzheimer’s dementia, other dementias, and dementia risk reduction.
- Responds to requests for education regarding Alzheimer’s dementia and other dementias, and the services of ASBHNNH in a timely manner.
- Works with the Communications Specialist to create outreach materials.
- Identifies and acts upon opportunities for community and agency partnerships to advance awareness and education efforts.
- Collects and documents service delivery statistical information in the current client information management system in a timely manner.
- Supervises and supports volunteers and student placements
- Takes an active role in promoting and protecting personal health and safety and the health and safety of others, both staff and consumers. [Sec. 28(2) OHS]

All employees are expected to abide by the ASBHNNH Code of Conduct.

### Specialized Knowledge and Skill Requirements:

- Current knowledge on dementia and expertise in all areas of dementia care
- Minimum one to two years’ experience working with older adults and seniors
- Demonstrated working experience in adult education and knowledge of adult education principles and practices.
- Demonstrated working experience with adult education program design and evaluation is an asset.

- Demonstrated working experience in partnership development and collaboration.
- Exceptional presentation skills, written and oral communication skills, and strong interpersonal skills.
- Demonstrated project management skills
- Strong organizational and problem-solving skills.
- Ability to work as part of a team and self-directed with minimal supervision.
- Proficiency with Microsoft Office Suite as well as other platforms such as Zoom.
- Must have a valid driver's license and regular access to a reliable vehicle.
- Must have regular access to a mobile phone capable of downloading the Microsoft Authenticator app to support two-factor authentication for IT security purposes.
- Must provide a clear vulnerable sector police check (issued within the last three (3) months of the hiring date)
- Ability to communicate in a second language is an asset.

**Educational and Experience Requirements:**

- A degree or diploma in health or social services is required
- Minimum two (2) to three (3) years' experience in health or social services field.
- GPA training is an asset
- Knowledge of Teepa Snow's PAC training is an asset.

**Benefits and Working Conditions:**

- 35-hour work week
- 3 weeks paid vacation to start (+ 2 additional float days)
- Excellent Group Benefits package
- Generous paid sick time after 3 months
- Employee Assistance Program
- Collaborative and supportive team environment

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request.

Interested candidates are asked to submit a cover letter and resume to [HR@alzda.ca](mailto:HR@alzda.ca) by May 4, 2025.