

# Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## Job Posting

**Title: First Link Care Navigator**

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**Full Time, 12-Month Contract**

**Hours:** 35/week

**Rate of pay:** \$31 - \$33 / hour.

**Location:** Halton

**Start Date:** ASAP

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**About us:** The Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is the local community agency dedicated to supporting families living with dementia. Visit us at <https://alzda.ca>.

The Alzheimer Society values work-life balance. We are an equal opportunity employer and are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We respect, honour, and celebrate the diversity in our community.

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**Position Summary:** Under the direction of the Manager, First Contact and Partnerships, this **12-month contract** position coordinates and integrates supports and service for persons living with dementia (PLWD) and their care partners. The position serves as a key “go-to” point of contact for families and is responsible for identifying needs, supporting self-management goals, and strengthening the communication and care planning linkages between providers across sectors along the continuum of care. The First Link Care Navigator (FLCN) ensures PLWDs, and their care partners have timely access to information, learning opportunities and support.

Office hours are Monday to Friday from 8:30 am to 4:30 pm., however occasional evening and/or weekend work may be required.

### Primary Responsibilities:

- Conducts relevant assessments with PLWDs and care partners, either in-person or by phone, identifying current and future needs, goals and levels of risk
- Establishes appropriate intervention plans.
- Identifies new care options that will meet evolving needs, and address gaps in services and supports.
- Supports clients in navigating the system to access support services, care, and resources.
- Facilitates care conferences with clients and service providers and provides follow-up to ensure ongoing collaboration between all parties.
- Promotes awareness of First Link to health care professionals, service providers and other stakeholders.
- Maintains confidential, accurate client records in compliance with privacy legislation, professional standards, and internal policies.
- Collects, maintains, and reports on required quantitative and qualitative data to support provincial monitoring, evaluation and reporting initiatives.
- Ensures that client files are confidential, accurate and up to date, including careful documentation of client contacts, in accordance with privacy legislation, professional standards and internal policies.

**Requirements:**

- Degree or diploma in social work, gerontology or other health related field and must be registered with the associated college
- Must have detailed knowledge and understanding of Alzheimer's disease and other dementias
- Demonstrated experience working with PLWD and their care partners
- Demonstrated three (3) to five (5) years of client service experience in the health and/or social service sectors
- Knowledge of services, supports, clinical, social, and institutional care available in the community.
- Knowledge of clinical practices and training models in the field of dementia (e.g., P.I.E.C.E.S. and U-First!)
- Understanding of the role and linkages between primary care, community care and specialized geriatric providers
- Ability to work independently and in a team environment.
- Ability to use discretion, sound judgment and tact in handling sensitive/confidential information and situations.
- Excellent communication, interpersonal, and presentation skills
- Proficiency with Microsoft Office Suite applications and databases
- Vulnerable sector police check issued within 3 months of the hiring date
- Must have regular access to a mobile phone capable of downloading the Microsoft Authenticator app to support two-factor authentication for IT security purposes
- Valid driver's license and regular access to a reliable vehicle
- Evening and/or weekend work may be required
- Ability to speak a second language is an asset.

**Benefits and Working Conditions:**

- 35 hours per week
- 3 weeks paid vacation to start (+2 additional float days)
- Paid sick time
- Employee Assistance Program
- Collaborative and supportive team environment

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**How to apply:** Interested candidates are asked to submit a cover letter and resume to [HR@alzda.ca](mailto:HR@alzda.ca) by 11:59pm on December 12, 2025.

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 for candidates taking part in all aspects of the selection process.

***We thank all applicants for their interest however, only those selected for an interview will be contacted.***