



## JOB POSTING

### Director of Programs and Services

**Posting Date:** January 4, 2023

**Closing Date:** when filled

#### **Organizational Overview:**

The Alzheimer Society Southwest Partners actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

#### **Our Vision:**

A world without Alzheimer's disease and other dementias.

#### **Our Mission:**

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

#### **Our Values:**

Collaboration, Accountability, Respect and Excellence.

**Position title:** Director of Programs and Services

**Location:** Primary location is Woodstock (Oxford) with some travel to London (Middlesex) and St. Thomas (Elgin)

**Status:** Full-Time permanent, 35 hours per week, occasional evening and weekend work required.

#### **About you:**

You are an enthusiastic, friendly, and highly organized person with a passion for helping others. You are someone who thrives working in an environment of continuous quality improvement and the change that this can present. You are a supportive leader with a strong focus on leadership and team development and working closely with your team to ensure our programs and services are meeting the needs of our clients. You are a systems thinker who understands that value of collaborative partnerships to help advance the health system.

#### **Position Summary:**

The Director, Programs and Services will provide leadership and oversight to the client and educational services portfolios. Direct reports for this role are:

- Manager of Clinical Services
- Manager of Education

# Alzheimer Society

SOUTHWEST PARTNERS

- Manager of Therapeutic Recreation
- First Link Care Navigation team
- Intake team

## **Duties and Responsibilities**

- Always represent the Alzheimer Society in a professional manner, treating all clients, volunteers, partners and staff with respect and dignity and always act in the best interest of the organization
- A member of the Senior Leadership team
- Provide strategic leadership to clinical, education and therapeutic recreation programs and services
- Provide direct leadership to the Intake and First Link Care Navigation teams as well as the Programs and Services management team
- Develop and monitor progress on annual Quality Improvement Plan
- Will have a role in supporting the Fund Development mission
- Participating in establishing and managing annual budget which includes both finances and statistical metrics
- Develop a measurement plan for the Programs and Services portfolio and report on the key performance indicator quarterly performance
- Responsibility and oversight for programs and services quarterly reporting on high priority risks as identified on the Enterprise Risk Management Plan
- Provide oversight and leadership to strategic initiatives within the Programs and Services portfolio
- Support advocacy for our clients and our cause
- Work with health system partners on system-wide project initiatives and network tables (e.g. Oxford OHT Collaboration Council member)

## **Evaluations and Other Responsibilities: (if applicable)**

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required.
- Programs and Services performance to key performance indicators
- Other related duties as requested by the supervisor or CEO
- Annual performance review with CEO

## **Required Qualifications:**

- 5+ years of relevant work experience at a leadership level
- University degree in relevant area of study
- Knowledge and experience working with people living with dementia and care partners
- Demonstrated ability to plan, coordinate and evaluate programs
- Ability to lead, support and evaluate a multidisciplinary staff team
- A demonstrated ability to establish and maintain system partnerships
- Knowledge of current legislation and best practices related to dementia
- Excellent interpersonal, communication and organizational abilities
- Ability to work a flexible schedule within regular work hours
- Valid driver's license and access to a vehicle
- Valid Vulnerable Sector Police Check screening required

**Preferred Qualifications (if applicable)**

- Experience in the non-profit health care sector

**Immediate Supervisor:**

- CEO

**Indirect Supervisor:**

N/A

**Working Conditions:**

Office Setting. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel required.

**To Apply:**

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: [amanda.jahn@alzswp.ca](mailto:amanda.jahn@alzswp.ca) (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

**Commitment to Equitable Recruitment:**

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

**Infection Prevention and Control & COVID-19 Considerations:**

This position will require consistent wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.