

## JOB POSTING

### **Social Worker - Client Group Coordinator** (CGC)

**Posting Date:** Thursday February 29, 2024

**Closing Date:** When filled

#### **Organizational Overview:**

The Alzheimer Society Southwest Partners actively supports care partners 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:**            **Client Group Coordinator (CGC)**

#### **Location:**

Regional - Alzheimer Society Southwest Partners: Elgin, Middlesex and Oxford,  
(most education is currently offered in London).

#### **Status:**

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

#### **About you:**

You are an enthusiastic and highly organized professional with a passion for supporting diverse groups of people, older adults, and those living with dementia or cognitive impairment and their care partners. You have experience providing counselling, coordinating and facilitating client education and support groups and strive for quality improvement. You enjoy working with a multi-disciplinary team that includes volunteers and utilize your excellent interpersonal skills. You are natural with presentations and virtual platforms and your written and verbal communication skills are first-rate. You manage your time well and you are able to problem-solve through challenging situations and unexpected circumstances.

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### **Position Summary:**

In this position, the Client Group Coordinator is responsible for the coordination of support groups and delivery and coordination of client education programs of the Society. This includes leading client education programs (ie. First Link Learning Series, Learning the ROPES, etc.) in the region virtually and in person. This position will also provide support to the volunteers in the Caring Connections program and has a role in professional practice development related to group programming for clients at the Society.

### **Required Qualifications:**

- Strong assessment and group facilitation skills required.
- 3 years of experience in counseling and group facilitation.
- Experience working with people living with dementia and their care partners.
- Exceptional organizational/scheduling/planning skills with the ability to adapt to changing needs of the organization.
- Ability and knowledge to work within a computerized environment.
- Experience working with over 65 age group and supporting people with diverse abilities.
- Strong written and verbal communication skills.
- Valid driver's license and access to own vehicle.
- Experience facilitating groups on a virtual platform.

### **Preferred Qualifications:**

- RSW or RSSW preferred.
- Adult education training.
- Experience Leading First Link Learning Series.
- Experience providing support to volunteers.

### **Specific Job Responsibilities:**

#### **Coordination and Scheduling of Support Groups and Client Education:**

- Establish and maintain a schedule of Support Groups and Client Education utilizing contract facilitators and staff.
- Update and ensure schedule is communicated to the broader programs and services team, other AlzSWP teams where appropriate and other agencies, as required.
- Maintain up to date resources for client programs and ensure current versions are shared to appropriate staff and teams.
- Receive referrals and maintain waitlists for various client support programs.

#### **Client Group Program Facilitation:**

- Coordinate and facilitate the First Link Learning Series across Elgin, Middlesex, and Oxford Counties, collaborating with facilitators to ensure consistent delivery.
- Support ASO's vision for consistency in FLLS across the province.
- Participate as a facilitator in the AlzEducate virtual program delivery schedule for client education.
- When a gap is identified, expand to support facilitation of other client education programs.

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- Monitor client registrations and ensure proper documentation is followed.
- Provide counselling about dementia care to group participants in collaboration with the clinical team if they are also involved.
- Provide referrals to the clinical team for counselling following groups when client needs indicate.
- Facilitate supports as needed.

### **Evaluation, Professional Practice and Program Development:**

- Coordinate and lead a Community of Practice for group facilitators at AlzSWP.
- Mentor new and existing group facilitators.
- Work collaboratively with the Manager of Clinical Services, and with ASO in the evaluation of existing programs and/or the identification and development of new client education offerings, that align with best practices.
- Evaluate group programs and engage in continuous quality improvement.
- Attend Monthly ASiO Public Education Coordinator Meetings as required.
- Organize continuing education opportunities for AlzSWP client education and support group leaders.

### **Other Requirements:**

- Monitor clients flagged as Only Education and contact clients after they have completed their education to refer for additional supports if needed.
- Receive requests for On-Demand First Link series and document in client chart as appropriate when links are shared.
- Provide brief counselling to clients related to their participation in education groups and refer to other clinical services when indicated.
- Coordinate and provide support to volunteers in the Caring Connections program.
- Assist with Caring Connections Program evaluation.

### **Evaluation & Other Responsibilities**

- Other Duties - as outlined by Manager of Clinical Services and the Director of Programs & Services or CEO.
- Always represent the Alzheimer Society Southwest Partners in a professional manner and act in the best interest of the Society.
- Provide consultation and collaboration with other community agencies for the purpose of information sharing and promotion of broader client education opportunities, at the discretion of the Manager of Clinical Services and Director of Programs & Services.
- Participate on committees within the Alzheimer Society Southwest Partners or the community at the discretion of the Manager of Clinical Services and Director of Programs & Services as deemed appropriate.
- Educate other community agencies about the group programs provided by the Alzheimer Society Southwest Partners.
- Work as an integral member of the Alzheimer Society team promoting the Society's mission statement, goals and objectives in accordance with the strategic plan.
- Recommendations for change to programs should be presented to the Manager of Clinical Services based on evaluations and/or needs assessments.

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- As an employee of a non-profit organization, participation in fund development activities as required.
- Participation in performance management process and annual performance review with Manager of Clinical Services.

### **Immediate Supervisor:**

- Manager of Clinical Services

### **Indirect Supervisor:**

- Director of Programs & Services

### **Working Conditions:**

Hybrid: office setting / community setting / some remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Travel between all three sites is required.

### **To Apply:**

**Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: [HR@alzswp.ca](mailto:HR@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 Southwest Partners (AlzSWP) 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 collaboration and respect 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. AlzSWP 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 2SLGBTQAI+.