

First Link® Co-ordinator Position (.5fte)

Purpose: To enhance the quality of life of people with dementia and their informal caregivers by providing information and support.

Scope of Responsibility:

To provide information and support to individuals referred to the Alzheimer Society through the First Link® program.

Position: .5 Full-Time Equivalent

Reporting to: First Link® Manager

Job Duties and Responsibilities:

- Co-ordinate intake and follow-up of individuals referred to the Alzheimer Society for information and support thereby facilitating early intervention.
- Work with other Alzheimer Society Client Support Team members to link individuals and families affected by dementia to information and support.
- Work with other Alzheimer Society staff to link clients to Alzheimer Society of Manitoba programs and services (i.e. Support Groups, education events, MedicAlert® Safely Home®) and to other community based resources.
- Maintain client files.
- Prepare reports.
- Work cooperatively with all Alzheimer Society staff to ensure cohesive planning for services to people with dementia and their family caregivers.
- Other duties as assigned.

Position Requirements:

Formal Education: Post secondary education in a social services or health field.

Work Experience: 1-2 years in a related field.

Working Level Qualifications:

- Knowledge and experience in dementia and related care
- Knowledge of community resources
- Demonstrated skills in client support and case management
- Demonstrated oral and written communication skills
- Demonstrated interpersonal skills
- Experience in word processing and computer systems
- Knowledge of the Alzheimer Society of Manitoba mission

To Apply:

Applicants must include a cover letter which clearly states how they meet the requirements and qualifications for the position along with a resume. Applications will be accepted up to **Monday, April 14, 2014**, and can be sent:

By Email to:

Dora Diamond
First Link® Manager
ddiamond@alzheimer.mb.ca with **First Link® Coordinator** in the subject line

By Mail to:

Dora Diamond
First Link® Manager
Alzheimer Society of Manitoba
10-120 Donald St.
Winnipeg, MB R3C 4G2

By Fax to:

Dora Diamond
First Link® Manager
(204) 942-5408

In Person to:

Dora Diamond
First Link® Manager
Alzheimer Society of Manitoba
10-120 Donald St.
Winnipeg, MB R3C 4G2

We thank all applicants in advance; however, we will only be contacting those under consideration.