

Education and Training Specialist

Reporting to the Director of Support Services, the **Education and Training Specialist** is responsible for developing and delivering AGI's education programs. Further, they facilitate educational sessions, conferences and webinars in the community that increase awareness while providing dementia-specific training that addresses the needs of this population.

About Alzheimer Groupe Inc (AGI)

Located in Montreal, Quebec, Alzheimer Groupe Inc (AGI) is a charitable organization that offers therapeutic programs to individuals living with Alzheimer's disease and other dementias. Additionally, AGI provides support services to families and professional care partners, focusing on best practices in dementia care while sensitizing the community at large through education and awareness.

Job Type

- Part-time – 28 hours/week
- Monday through Thursday 9:00 a.m. to 5:00 p.m.
- Occasional weekends and evenings as required by education and training needs
- In-Office (primary) and Telework. Telework determined by the Executive Director. If employees work from home they are required to be available for emails, calls and meetings during regular business hours providing effective and prompt communication while completing all job responsibilities.

Duties and Responsibilities

- Develop and deliver creative, dynamic and interactive workshops and compelling educational courses for target audiences including family caregivers, volunteers, community organizations, students, healthcare professionals
- Coordinate educational conferences, webinars, and trainings, including finding speakers for upcoming and future events
- Communicate educational events and coordinate promotional needs with the Outreach Coordinator
- Identify training opportunities in private residences and other facilities
- Conduct a needs assessment in the community to identify gaps in services
- Train volunteers in the AGI Ambassador program
- Research new advances in dementia care and prevention
- Optimize support service and education data collection and build a knowledge library. Evaluate and provide reporting to support grant requirements.
- Fulfill any administrative duties related to their position, for instance completing statistics, referral forms, writing reports, participating in meetings, etc.
- Other duties as assigned

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Alzheimer Groupe Inc. (AGI)
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Montreal, QC
H4W 2J2
514-485-7233

E-mail
Courriel
info@agiteam.org

Website
Site Internet
www.agiteam.org

Charitable No.
No. d'organisme de bienfaisance
89609 0487 RR0001

Essential Qualifications

- Fluency in English and French is a necessity
- Minimum of 2 years of clinical experience working with people with dementia and/or their families and health care providers
- University degree/diploma in LPN, RN, social work, education or a health field
- Knowledge of Alzheimer disease and other dementias and the impact that it has on the individuals/families
- Excellent teaching, facilitation and presentation skills
- Excellent verbal and written communication skills
- Ability to take initiative and work independently
- Ability to integrate and collaborate well with other professionals
- Strong ethical standards and a respect for client confidentiality
- Knowledge of the Quebec healthcare system and community organizations
- A valid driver's license and access to a reliable vehicle are a requirement of this position.
- Computer literacy and proficiency with Microsoft Office and webinar platforms such as Zoom

Remuneration and Benefits

- \$39,000 to \$49,000 annually, commensurate with education and experience
- Following a successful 3-month probationary period:
 - 4% vacation indemnity (2 weeks); paid leave during December holidays (dates determined by the Executive Director)
 - 2 sick days, 2 personal days, 2 family obligation days per year
 - Group Benefits Package that includes Health and Dental, AD&D, life insurance, dependent life insurance, long-term disability, critical illness and access to an Employee Assistance Program (EAP).
 - Voluntary Retirement Savings Plan (VRSP)

How to apply

Interested candidates may mail or email their resume to the attention of:

Meghan Williams, Director of Support Services
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