

## Join us as an Referral Consultant!

- ◆ Are you characterized by ORGANIZATION, AUTONOMY, and DIPLOMACY?
- ◆ Do you strongly commit to CUSTOMER SERVICE and the HEALTHCARE FIELD?
- ◆ Are you BILINGUAL and capable of MOBILITY throughout the island of Montreal?
- ◆ Do you value TEAMWORK and possess strong COMMUNICATION SKILLS?

### Your role will be...

- **Information Sessions:**

- Organize and deliver information sessions on referencing, as well as the programs and services offered by the Alzheimer's Society of Montreal (ASM) to professionals.
- Address client inquiries through telephone consultations and/or in-person sessions, whether individual or family-oriented, as needed following internal processes.
- Conduct client needs assessments and ensure follow-up at various stages in the service continuum to effectively guide them towards ASM's programs and services, or towards external references and partners.

- **Client File Management:**

- Update files using the Hestia platform.
- Compile data and generate statistics for reporting and for the general management.

- **Internal Collaboration:**

- Contribute to team meetings.
- Participate in the continuous improvement of clinical services.
- Collaborate with various internal departments to provide information and direct inquiries to external resources and appropriate internal services.
- Assume, when necessary, responsibilities related to the reception and orientation service.

*The implementation of the prospecting and promotion plan will be progressively integrated after a certain training period, enabling the acquisition of the necessary skills for optimal execution.*

- **Prospecting and Promotion Plan:**

- Develop a prospecting plan for the referencing agreement.
- Execute the promotion of the agreement with key stakeholders.
- Consolidate and process information related to relevant community and institutional resources.

Send your CV to Eloi Rouillard  
[rh@alzheimermontreal.ca](mailto:rh@alzheimermontreal.ca)

If you want to know more :  
<https://alzheimermontreal.ca/en/jobs/>  
(514) 369-0800



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### For this you need...

- Bachelor's degree in education, pedagogy, gerontology, health, or social work, **Or** a graduate in any other equivalent field
- Experience in implementing educational programs
- Ability to synthesize and draft documents for educational purposes
- Familiarity with Alzheimer's disease and other neurocognitive disorders
- Professional experience in the healthcare and social services sector, as well as in the community network (an asset)
- Experience with clients living with neurocognitive disorders
- **Ability to travel throughout the island of Montreal**
- Bilingual (French/English)

### You will have access to ...

- A competitive salary
- Full time of 35 hours/week
- Group insurance and pension plan with employer's contribution
- Training offered

### Our mission

To alleviate the social and personal consequences of dementia by providing state-of-the-art interventions, care and support services that have a positive long-term impact.

## JOIN OUR TEAM !

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