

# Société Alzheimer

## M O N T R É A L

### DIRECTOR, HUMAN AND MATERIAL RESOURCES

**Status:** Full-time, permanent  
**Immediate supervisor:** Executive Director  
**Starting date:** 4 September 2018

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#### Mission

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To alleviate the social and personal consequences of Alzheimer's disease and related disorders through the development and delivery of leading-edge intervention, care and support services in Montreal.

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#### Description

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The Director, Human and Material Resources reports to the Executive Director of the Alzheimer Society of Montreal. The Director will develop and implement strategies pertaining to the management of human and material resources that will help the Society achieve the objectives of its strategic plan.

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#### Key Duties and Responsibilities

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The Director, Human and Material Resources will work in tandem with the Financing Development and Programs and Services departments to coordinate and manage human resources in the following areas: recruitment and integration of staff, intake, remuneration, employee benefits, training, as well as performance and career management. The Director will ensure that the culture and values of the Society are an integral part of all practices and policies related to human resources. The Director will establish various practices that ensure the sound management of human resources and the creation of a working environment that is conducive to the well-being and development of all employees.

The candidate we are looking for will oversee the entirety of the Society's human resources files and must fulfil the following strategic requirements and operational tasks:

- Be an active member of the management committee and provide advice to the Society's coordinators, presenting creative and efficient solutions in keeping with the guidelines set out in the strategic plan;
- Be a resource for staff members and respond to all enquiries about administrative files, employee benefits, and the programs, procedures and policies in place;
- Carry out all tasks related to recruitment, from the application process to staff integration, while ensuring that the relevant tools are regularly updated and in keeping with best practices;
- Collaborate with the Society's various departments to achieve the goals of the organisation;

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- Oversee the team of employees and volunteers responsible for the Society's reception and intake services;
- Carry out staff evaluations and monitor their progress and their outcome;
- Manage any potential challenging relationships between staff members;
- Ensure that the Society's procedures and policies are respected; and
- Be responsible for the management of material resources.

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### Requirements

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- University degree with specialisations in health, social, or management. A Master's degree is an advantage;
- Minimum of 3 years experience in the above sectors;
- Fluency, both written and oral, in French and English;
- Ability to act as an agent of change capable of determining the issues and what is required to achieve the necessary results;
- Problem-solving and analytical skills;
- Excellent interpersonal relationships and communication skills; and
- Mastery of any software relevant to the position.

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### Skills required

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- Autonomous with excellent organisational skills;
- Team-player with outstanding analysis and communication skills ;
- Ability to coach employees ;
- Customer-service minded ; and
- Flexibility.

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### Conditions and Remuneration

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- Full-time, permanent
- Remuneration and benefits according to policies in place

Interested candidates must submit their curriculum vitae with a cover letter before Tuesday, 31 July 2018, 5:00 p.m. to: [info@alzheimermontreal.ca](mailto:info@alzheimermontreal.ca)

Only candidates considered for the position will be contacted.