

**Alzheimer's & Dementia Alliance of WI, Inc. (ADAW)  
Family Support Specialist  
Dane County**

**Job Summary:** This position is responsible for coordinating ADAW's Family Support Program in Dane County which provides information and assistance to caregivers and persons with dementia. Position works directly with persons with dementia and their family members. We are seeking an experienced professional with strong dementia background.

**Submit resume and cover letter connecting experience to the job responsibilities to the Alzheimer's & Dementia Alliance of Wisconsin, 517 N. Segoe Road #301, Madison, Wisconsin, 53705, or email [lori.stadelman@alzwissc.org](mailto:lori.stadelman@alzwissc.org) by May 25, 2018.**

**Primary Responsibilities**

- Plan and implement ADAW core services and programs which include:
  - Family Education Programs
  - Caregiver Support Groups
  - Early Stage Support and Education Programs
  - Helpline phone coverage
- Respond to helpline calls providing information and referral, support, education and resource options to persons with dementia, families, professionals and the general public.
- Provide individual care consultations and family meetings to individuals with dementia and their families in person or via phone. Some home visits required.
- Organize and disseminate materials on Alzheimer's and related dementias while working to keep abreast of new developments in the field.
- Build, enhance and sustain relationships with community partners.
- Provide input to development staff in relationship to fundraising and philanthropy efforts.

**Education and Skills:**

- Bachelor's degree in social work or related field; masters preferred.
- Extensive knowledge of Alzheimer's disease and other dementias and its impact on families.
- Ability to work with individuals with dementia and their families.
- Knowledge of service and healthcare delivery systems in Dane County a plus.
- Excellent written and verbal communication skills.
- Ability to work independently with minimal supervision and within a team.
- Ability to balance and prioritize multiple responsibilities.
- Ability to use office equipment; proficiency with Microsoft applications.
- Comfortable speaking and presenting to small groups.

**Reporting Relationship:** Reports to Executive Director.

**Working Conditions:**

- Possession of a valid driver's license and use of personal insured vehicle for regional travel required. Mileage reimbursed.
- Full-time position, 40 hr. /week, with occasional after hours and weekend work required.
- Salary range \$40,000-\$45,000 depending on experience.
- Health insurance offered.
- Some light lifting and display setup.