

Alzheimer's & Dementia Alliance of WI, Inc. (ADAW)  
Outreach Coordinator

Cover letter and resume due by Friday, May 5, 2017  
Mail to ADAW, 517 N. Segoe Road #301, Madison, 53705 or  
Email to [paul.rusk@alzwissc.org](mailto:paul.rusk@alzwissc.org)

Job Summary: This position is ADAW's primary community connection with Green, Iowa and Lafayette counties, including our commitment to supporting families facing a dementia diagnosis at every stage of the dementia journey. Position will help hire and supervise/mentor/support two new Outreach Specialists beginning this summer as ADAW expands direct services to Juneau, Adams, Marquette, Green Lake and Waushara counties, a long-time goal. Please see our website at [www.alzwissc.org](http://www.alzwissc.org) for additional details on our agency.

Primary job responsibilities include the following: (a) Plan and implement ADAW core services and programs which include information and referral, care consultation, support groups and education programs including general community education, family education and programs specific to early and mid-stage dementia. (b) Cultivate community partnerships to identify, address and meet the needs of people with dementia, family and professional care partners. (c) Encourage early diagnosis, increase knowledge of dementia and strategies to enhance quality of life and promote ADAW as leader for dementia resources, expertise and collaboration. (d) Work with community members to facilitate area fundraising activities including Alzheimer's Walks and any independent, third-party fundraising events that arise. (e) Work as part of a team to supervise/mentor/support two new Outreach Specialists in offices to be located directly north of Sauk and Columbia counties, along with two existing Outreach Specialists in our regional offices in Lancaster and Portage.

Education and Skills:

- A. Bachelor's degree in social work or health related field, master's preferred.
- B. Knowledge of Alzheimer's disease and other dementias, its impact on families and the ability to work with individuals with dementia and their families.
- C. Ability to foster community collaborations and understanding of group processes and dynamics.
- D. Supervisory experience with a collaborative, team approach.
- E. Knowledge of service and healthcare delivery systems a plus.
- F. Excellent written and verbal communication skills.
- G. Ability to work independently with minimal supervision and within a staff team.
- H. Ability to balance and prioritize multiple responsibilities and work well with deadlines.
- I. Ability to use office equipment; proficiency with Microsoft applications.

Position Responsibilities:

Core services and programs

- A. Work with ADAW program staff and community partners to provide information and referral, family and service provider care consultation, educational programs, support groups, early stage and mid to late stage programs. This may include:
  - a. Providing information, support, education and resource options to people with dementia, families and professionals.

- b. Providing personalized consultations to individuals with dementia and their families and acting as a resource to local service providers.
- c. Determining community needs, researching programs and implementing best practice models.
- d. Planning and coordinating locations, materials and speakers for programs.
- e. Participating in caregiving networks.
- f. Assisting with publicity efforts, recruiting volunteers, attending health fairs, writing article for local publications and ADAW newsletter, public speaking, advocacy.

#### Community Outreach

- A. Cultivate community partnerships to identify needs of people with dementia and their care partners, research and present best practice models and work to create new services and/or enhance existing local resources to meet these needs.
- B. Work with community coalitions and networks, ADAW program staff and other community partners to plan, coordinate and present dementia-specific education, support and social opportunities for people with dementia, families, professionals and interested community members.
- C. Work with local planning committee, ADAW fund development staff and other community partners to plan and hold annual Alzheimer's Walk to raise awareness and funds to support ADAW programs and services. Encourage and facilitate community partner involvement in increasing awareness of ADAW programs and services and fundraising opportunities.

#### Other Duties

- A. Attend staff and program meetings in person and by phone as required. Involvement in ADAW program planning.
- B. Perform other duties as assigned.

#### Reporting Relationship

- A. Reports to Executive Director.

#### Other Considerations

- A. Ideal candidate will have experience with rural Wisconsin and an affinity for ADAW's mission to serve all persons impacted by any form of dementia regardless of where they live.
- B. Ideal candidate will have experience with grants, program evaluation and reporting.
- C. Possession of a valid driver's license and use of personal insured vehicle required (mileage is reimbursed).

#### Working Conditions

- A. Office space located in Madison. Regional travel required.
- B. Flexible schedule, some involvement may occur on evenings and weekends.
- C. Must be flexible and be able to work with changing circumstances.
- D. Some lifting and display setup.