

Alzheimer's & Dementia Alliance of Wisconsin  
Diversity Coordinator

**To apply please send a cover letter and resume to the Alzheimer's & Dementia Alliance, 517 N. Segoe Road #301, Madison, Wisconsin 53705 or email [paul.rusk@alzwisc.org](mailto:paul.rusk@alzwisc.org) no later than Friday, July 14, 2017.**

Job Summary: This position is the primary link with the African American communities in Dane and Rock counties for providing both the services of the Alzheimer's & Dementia Alliance of Wisconsin (ADAW) and for recruitment and research support for the Wisconsin Alzheimer's Disease Research Center (WADRC). Primary job responsibilities include the following: (a) Establish networks with and build collaborative relationships in the African American communities of Dane and Rock counties through participation in targeted community events and with local targeted organizations. (b) Present and provide culturally tailored community education programs and information to African American elders and their families. (c) Provide recruitment and research support for the Wisconsin Alzheimer's Disease Research Center. (d) Plan and carry out Alzheimer's & Dementia Alliance of Wisconsin core services which include information and assistance, care consultation, education programs and support groups for the targeted communities. Position is based in Madison but will work with our new Beloit Outreach Specialist approximately once per week.

Education and Skills:

- A. Bachelor's degree in social work, education, communication or health related field, master's preferred.
- B. Experience or knowledge of an individual or family member living with Alzheimer's disease or another dementia.
- C. Basic knowledge or understanding of human biology, or ability to learn and understand basic human biology.
- D. Ability to understand Alzheimer's disease research studies and communicate the information to the general public.
- E. Experience in reaching and engaging minority elders and fostering relationships.
- F. Ability to foster community collaborations within the African American community.
- G. Knowledge of community services and culturally relevant community networks within Dane and Rock counties preferred.
- H. Excellent written and verbal communication skills.
- I. Ability to work independently with minimal supervision and within a staff team.
- J. Ability to balance and prioritize multiple responsibilities and work well with deadlines.
- K. Ability to use office equipment; proficiency with Microsoft applications.

Position Responsibilities:

- A. Establish networks in and build collaborative relationships with the African American senior communities of Dane and Rock counties through participation in targeted community events and affiliations with targeted organizations/groups.
  - i. Identify organizations and events to target
  - ii. Meet and establish relationship with each organization/group identified. Attend meetings and targeted events to get to know the group members.
  - iii. Participate in the number of events that will insure successful outreach to the targeted communities (at least 12/year)
  - iv. Establish at least 2 new collaborative relationships with agencies that focus on aging in minority communities.
  - v. Serves on the Solomon Carter Fuller Planning Committee and provides leadership for this signature annual event held in February.

- B. Present and provide culturally tailored community education programs and information to African American elders and their families.
  - i. With the assistance of the WADRC staff and other Alzheimer's & Dementia Alliance staff, create a standardized presentation about the WADRC and participation in research to be used in community presentations, trainings, and at community outreach events to educate and encourage participation in research.
  - ii. Present the Alzheimer's & Dementia Alliance family education programs as needed. Work with ADAW Education coordinator to insure these programs are culturally tailored to the African American community.
  - iii. Provide community participants with educational brochures about research in general and the current studies with the WADRC at all events.
  - iv. Provide recruitment and research support for the Wisconsin Alzheimer's Disease Research Center
  - v. Work in conjunction with other Alzheimer's & Dementia Alliance staff and volunteers to offer at caregiver support groups at least 4 presentations about the value of research in general and specific WADRC research and recruitment opportunities.
  - vi. Attend WADRC meetings and events as needed or requested
  - vii. Complete required data collection
  
- C. Plan and carry out Alzheimer's & Dementia Alliance of Wisconsin core services including but not limited to: presenting family education programs; providing information and referral, and care consultation as requested and; facilitating and/or helping develop support groups for the targeted communities.
  - i. Works in cooperation with other program staff members as part of the agency program team.
  - ii. Creates or facilitates creation of a new caregiver support group in the targeted African American communities in consultation with the Community Advisory Board based on community needs.
  - iii. Works with individuals with dementia, families and other identified people in the targeted communities in the provision of information and referral and care consultation services.
  - iv. Writes articles for local publications and agency newsletter as requested.

Reporting relationship

- A. Reports to the Executive Director

Other Considerations

- A. Half time position 20 hours per week with salary range \$17 to \$21 per hour.

Other Requirements:

- A. Possession of a valid driver's license and use of personal insured vehicle required
- B. Must be able to understand WADRC research concepts and terminology and be able to communicate this information in easy to understand lay terms.

Working Conditions

- A. Office setting in suite of rooms on third floor with elevator access.
- B. Regional travel required.
- C. Flexible schedule, some involvement may occur on evenings and weekends.
- D. Must be flexible and be able to work with changing circumstances.