

Alzheimer's & Dementia Alliance of Wisconsin  
Outreach Specialist

**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@alzwissc.org](mailto:paul.rusk@alzwissc.org) no later than January 15, 2018.**

Job Summary: This position is the primary link with the African American community in Dane County 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) Continuing existing networks and build collaborative relationships in the African American community in Dane County 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 ADAW core services which include information and assistance, care consultation, education programs and support groups for the targeted communities. Position is based in Madison.

Education and Skills:

- A. Bachelor's degree in social work or health related field.
- 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 or personal experience with a family member living with Alzheimer's disease or another form of dementia.
- C. Ability to foster community collaborations, specifically within the African American community and understanding of group processes and dynamics.
- D. Ability to understand Alzheimer's disease research studies and communicate the information to the general public.
- E. Knowledge of service, healthcare delivery systems and community networks in Dane County 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.
- J. Experience in reaching and engaging minority elders and fostering relationships.

With a primary focus on the African American community in Dane County, this position will:

- A. Provide information and referral, family and service provider care consultation, educational programs, support groups and early stage programs to people with dementia, families and professionals, including:

- Individual consultations to individuals with dementia and their families and act as a resource to local service providers
- Creating and facilitating a new caregiver support group or memory café in consultation with the Community Advisory Board based on community needs.
- Attending health fairs and other events to promote ADAW and WADRC research

B. Raise awareness of Alzheimer's disease and other forms of dementia; connect individuals to the research activities at the WADRC, network and build collaborative relationships with the African American senior communities of Dane County through participation in targeted community events and affiliations with targeted organizations/groups.

- Identify, meet and establish relationship with organization and events. Attend meetings and targeted events to get to know the group members.
- Participate in the number of events that will insure successful outreach to the targeted communities (at least 12/year)
- Lead the Community Advisory Board, which plans the annual Solomon Carter Fuller Community Conversation and Memory Screening Event held every February.
- 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.
- Provide community participants with educational brochures about research in general and the current studies with the WADRC at all events.
- Provide recruitment and research support for the Wisconsin Alzheimer's Disease Research Center and complete required data collection
- Attend WADRC meetings and events as needed or requested

Reporting relationship

This position reports to the ADAW Executive Director

Other Considerations

This is a half-time position 20 hours per week with salary range \$17 to \$23 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.