

Alzheimer's & Dementia Alliance of WI, Inc. (ADAW)
Two New Outreach Specialist Positions

Job Summary: These positions are ADAW's primary community connection with Adams, Juneau, Marquette, Green Lake, and Waushara counties with one primarily serving Adams and Juneau counties and the other Marquette, Green Lake and Waushara counties. Residence in the service area is preferred. Please specify the desired position when applying.

Resumes and cover letter connecting experience to the job responsibilities due by June 30, 2017 to the Alzheimer's & Dementia Alliance of Wisconsin, 517 N. Segoe Road #301, Madison, Wisconsin, 53705 or email to paul.rusk@alzisc.org.

Primary job responsibilities include the following: (a) Plan and implement ADAW core services and programs which include information and referral, care consultation, education programs, support groups and early stage programs. (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) Working with community partners, plan and implement the Powerful Tools for Caregivers curriculum. (e) Work with community members to facilitate area fundraising activities including Alzheimer's Walks and any independent, third party fundraising events that arise.

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. Knowledge of service and healthcare delivery systems a plus.
- E. Excellent written and verbal communication skills.
- F. Ability to work independently with minimal supervision and within a staff team.
- G. Ability to balance and prioritize multiple responsibilities and work well with deadlines.
- H. Ability to use office equipment; proficiency with Microsoft applications.

Position Responsibilities:

Core Services and Programs

Work with ADAW program staff and community partners to provide information and referral, family and service provider care consultation, educational programs, support groups and early stage programs. This may include:

- A. providing information, support, education and resource options to people with dementia, families and professionals
- B. providing individual 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. assisting with publicity efforts
- F. recruiting volunteers

- G. attending health fairs
- H. writing articles for local publications and ADAW newsletter
- I. public speaking
- J. advocacy

Dementia Care Networks

- A. Coordinates Dementia Care Networks (DCN) and work with other community partners to identify need 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 DCN, 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.

Foster Integration of Medical and Social Service Systems; Promote Early Diagnosis

- A. Work with DCN to establish and monitor protocols for cross referrals between medical and social support systems to enhance service delivery.
- B. Collaborate with local physicians, nursing and social work staff, physician researchers from Wisconsin Alzheimers' Institute and local Memory Diagnosis Clinic staff to create awareness of research opportunities, educate and consult with local physicians and others healthcare professionals and develop a referral process to connect families with resources.

Other Duties

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

Reporting Relationship: Reports to Outreach Coordinator.

Other Considerations

- A. Residence in assigned service area preferred.
- B. Possession of a valid driver's license and use of personal insured vehicle required. Mileage reimbursed.
- C. Initial training in Madison and existing Outreach Offices in Portage and Lancaster.
- D. Full-time position with salary range \$35,360 to \$43,680 depending on experience, plus health insurance.

Working Conditions

- A. Office space located in the Aging and Disability Resource Centers with office hours in neighboring communities to expand availability.
- 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.