

Alzheimer's & Dementia Alliance of WI (ADAW)  
Alzheimer's & Family Caregiver Support Program (AFCSP) Coordinator -  
Position Posting

To apply send cover letter and resume to: [lori.stadelman@alzisc.org](mailto:lori.stadelman@alzisc.org)

**Deadline: Applications will be accepted until position is filled.**

**Job Summary:** This position is a family support specialist with primary responsibility to coordinate all aspects of the AFCSP in Dane County handled by the ADAW. This includes (a) working with families to determine eligibility and services to best meet their individual circumstances within state and county guidelines, (b) serving in a liaison role to facilitate communication between families and service providers in order to help families make decisions about needed services, and (c) working with ADAW staff to continually evaluate & refine consumer friendly policies and procedures for maintaining a waiting list and distributing AFCSP dollars efficiently. In addition, the position will perform other family support specialist duties as assigned.

#### Current AFCSP Participants

- A. Assumes case oversight of all current AFCSP participants and review case care plan with family.
- B. Works cooperatively with families who are currently receiving AFCSP funds and with their service providers to maintain the services that families are currently receiving that they wish to continue.
- C. Keeps appropriate records and works with the ADAW's Finance Manager to maintain a system to track expenditures and ensure prompt payments to providers of service.
- D. Works to ensure that all families are aware of all Dane County services and programs available to provide assistance and support.

#### Potential AFCSP Participants

- A. Serves as ADAW's primary contact person with the general public about AFCSP. Provides information, referrals and supportive counseling, generally via phone, to families, professionals and others seeking information about the program.
- B. Completes family assessment to determine eligibility for AFCSP.
- C. Works with family to identify appropriate care plan.
- D. Makes referrals as needed to identified service options and other programs deemed appropriate.
- E. Maintains the ADAW's AFCSP waiting list.
- F. Works with ADAW staff to develop and implement marketing plans to recruit additional AFCSP families as needed.

#### Other Duties

- A. Provides on-going follow-up with families to assure needs are met with services; evaluates need for other services.
- B. Helps to develop policies and procedures to efficiently administer the AFCSP program.
- C. Attends monthly AFCSP Coordinators statewide conference call.
- D. Provides ADAW family support specialist duties as assigned.

#### Education and Knowledge

- A. Bachelor's degree in social work or a related field, master's preferred.
- B. Working knowledge of Alzheimer's disease and its impact on families.
- C. 3 years experience in human service delivery or related field.
- D. Working knowledge of service delivery systems and programs in Dane County designed to assist patients and families a plus.

#### Other Requirements

- A. Excellent written and verbal communication skills.
- B. Ability to work independently with minimal supervision within a staff team and with volunteers.
- C. Flexible and creative attitude.

#### Reporting Relationship

- A. Reports to the Executive Director.

#### Working Conditions

- A. Regular part-time position (20 hours per week).
- B. Office setting in suite of rooms on third floor with elevator access.
- C. Must be able to operate computer, phone, fax and copier. Working knowledge of Microsoft Word and Excel.
- D. Must be able to travel independently by car. Business travel is reimbursed.
- E. Flexible schedule, some involvement may occur on evenings or weekends.
- F. Work may be stressful at times during periods of high volume or tight deadlines.