

Alzheimer's Association
Hudson Valley/Rockland/Westchester, NY Chapter
JOB DESCRIPTION - Care Consultant

Position Description

The Alzheimer's Association is the voluntary health agency dedicated to eliminating Alzheimer's disease and related disorders through the advancement of research and to enhancing care and support services for individuals, their families and caregivers. Reporting to the Program Director, Care Consultants serve as key staff persons for the delivery of patient and family services in an assigned portion of the Chapter's territory (in this case, Rockland County). In addition to providing family services (e.g., providing assistance to Helpline callers or conducting home assessments of family needs), each Care Consultant plays an important role in the Chapter's education program, planning programs and conducting caregiver trainings and in-services for home health agencies, residential care facilities, and other groups. Each Care Consultant also works closely with the Program Director to strengthen and augment Alzheimer's Association services.

Position Responsibilities

- * Oversees the coordination of services to families who are caring for an individual with Alzheimer's disease or a related disorder in the assigned county.
- * Conducts home assessments and needs assessments for receptive caregivers; increases caregiver knowledge of Alzheimer's disease and of community resources by one-on-one education and distribution of educational materials.
- * Collaborates with other service professionals in the assigned county to assist families in accessing services that enable them to care for an individual with Alzheimer's disease or a related disorder at home.
- * Documents visits and reassesses family needs periodically.
- * Markets Care Consultations through physician outreach, talks to community groups, and distribution of literature.
- * Maintains statistical data regarding Care Consultations and submits quarterly reports of activities; gathers statistics on community needs for dementia services.
- * Provides training to CNA's, personal care aides, and homemaker aides working with individuals who have Alzheimer's disease or a related disorder.
- * Other duties as assigned.

Qualifications:

- Master's degree or equivalent work experience in social work, gerontology, counseling, or related field.
- Training and experience in the delivery of services to families coping with dementia.
- Outstanding organizational skills and follow-through.
- Excellent writing and speaking skills. Ability to communicate in English and Spanish a plus.
- Experience in conducting training and informational presentations.
- Ability to prioritize and manage multiple priorities.
- Proficiency with Microsoft Office applications, especially Word and Excel.
- High level of integrity, diplomacy, and initiative.
- Ability to work well both independently and as a member of a team.
- Ability to work effectively with other staff and volunteers.
- Ability to travel as needed to perform job duties.

Hours

This is a part-time position (approx. 20 hours/week, with benefits). Working hours may vary according to program and service needs but are typically three days a week (or four or five days a week, with fewer hours per day). A car and driver's license are necessary as the job entails travel throughout the assigned territory.

To Apply

Hard copies of applications are strongly preferred.
Send a letter of interest and résumé to:

Meg Boyce, Program Director
Alzheimer's Association
20 Squadron Blvd., Ste. 345
New City, NY 10956.