



Alzheimer's Association Greater KY and Southern IN Chapter

Position Opening Announcement

Posting Date: 9/28/09

Job Title: Professional Training Coordinator

Education Requirements: 4-year Degree

Location: Lexington Chapter Office
465 E. High Street

Experience Requirements: At least 2 years

Employee Type: Part-time

Base Pay: \$15.00 - \$18.00 /hour

Travel: Up to 50%

Closing Date: Until Filled

Description

This position is responsible for the planning and implementation of education programs for health care professionals and civil servants in the Greater KY and Southern IN area.

Assist with the development and implementation of the annual Chapter-wide conference for professionals.

Promotes local professional training programs and services to ensure maximum community utilization and program success.

Develops and maintains relationships with related health care and social service providers.

Represents the Chapter at public forums, conferences, workshops and media events and functions as an advocate representing the Alzheimer's community.

Assures compliance with all Association policies, procedures, standards and applicable regulatory requirements.

Must maintain accurate and current knowledge of Alzheimer's disease, dementia care and its effects on the individual and family

Requirements

Bachelor's degree in Human Services, Gerontology, or a related field

Experience in dementia care, preferably in a long-term care setting

Experience in program delivery and administration

Experience in budget planning and monitoring

Experience in volunteer recruitment and management

Experience in conducting training and educational presentations

Experience in public speaking

Proficiency in Microsoft Office applications

Strong oral, written and presentation skills

Ability to work evenings and weekends as needed

Ability to travel as needed to perform job duties

Experience in Long Term Care a plus

The Way We Work

The Greater Kentucky and Southern Indiana Chapter of the Alzheimer's Association is committed to maintaining a working environment free from discrimination and harassment. The association prohibits any conduct that is discriminatory or harassing in nature or that adversely affects an employee's terms or condition of employment because of his or her race, color, religion, age, gender, national origin, sexual orientation, citizenship, or disability status as a veteran.

Our Equal Opportunity policy applies to hiring, training, promotions, salary administration, job assignment, benefits, discipline, termination, and all other aspects of the job.

Contact Information

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