

## **Alzheimer's Association, Minnesota-North Dakota Position Description**

**Position Title:** Community Outreach Care Consultant  
**Reports To:** Western Minnesota Regional Center Director  
**Hours:** 1 FTE

### **General Summary:**

Under the direction of the Western Minnesota Regional Center Director, the Community Outreach Care Consultant is responsible for providing assistance for persons with dementia and their support systems including care planning, information and referral and education.

Coordinate an office to provide dementia care service in the nine-county area of Otter Tail, Becker, Clay, Douglas, Grant, Pope, Stevens, Traverse and Wilkin counties. Work in partnership with other care providers and the medical community to ensure coordinated network of dementia care. Raise awareness and financial support of Alzheimer's Association as required.

### **Essential Job Functions:**

#### **Care Consultation**

- ❖ Answers Helpline and provides information and referral to appropriate community resources.
- ❖ Provides Care Consultation services which include assessing the needs of the family and the person with memory loss and developing an action plan, as appropriate.
- ❖ Maintains brief, thorough records of the assessment, action plan and follow-up (optional).
- ❖ Works with community service providers to integrate referrals and delivery of dementia care and supportive services to persons with memory loss and their families.

#### **Training/Education**

- ❖ Provides dementia education and support to individuals, families, professionals, and communities.
- ❖ Assists with marketing and staffing needs at the annual conference.

#### **Development**

- ❖ Develops relationships with potential funding sources (foundations, individual donors, governmental units).
- ❖ Assists with grant writing and prepares requested reports to funders (on quarterly and annual basis).
- ❖ Prepares budget and work plan in collaboration with the Western Regional Center Director and assists with long term planning.

### **Coordination**

- ❖ Continues to foster and facilitate the dementia care network in Becker County.
- ❖ Participates in planning workgroup meetings.
- ❖ Fosters relationship with area support group leaders.

### **Association Administration**

- ❖ Participates in overall Association program planning or modification, service delivery, and evaluation.
- ❖ Enters appropriate data and participates in quality evaluation program.
- ❖ Maintains professional credentials.

### **Knowledge, skill, experience and education desired**

- ❖ Master's degree in Social Work, Gerontology, Public Administration or a related field
- ❖ Knowledgeable about dementia, chronic disease states and care issues is essential
- ❖ Strong organizational and project management skills
- ❖ Knowledge of community organizations that provide services related to dementia care
- ❖ Ability to communicate effectively in both written and oral form

### **Working Conditions:**

- ❖ Home office working environment
- ❖ Work may be stressful during periods of high volume, multiple tasks and tight deadlines
- ❖ May be asked to work an occasional evening or Saturday
- ❖ Have a valid driver's license, automobile insurance and own a car; willingness to travel in nine-county area and to Metro Regional Center

### **Equipment:**

Will be proficient in use of:

- ❖ Personal computer
- ❖ Multiple-line telephone system
- ❖ Calculator
- ❖ Photocopier
- ❖ Fax machine
- ❖ Internet/e-mail
- ❖ Postage meter
- ❖ LCD equipment, overhead projector and TV/VCR

### **Minimum Requirements:**

- ❖ Bachelor level degree in social work or related field.
- ❖ Minimum of three years experience in provision of social services, preferably in a dementia or health care setting.
- ❖ Understands family dynamics and chronic disease states, especially Alzheimer's disease and related disorders.

**This job profile in no way states or implies that these are the only duties to be performed by the job holder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.**