General Summary:
The Alzheimer’s Association is the voluntary health agency dedicated to eliminating Alzheimer’s disease and related disorders through the advancement of research and enhancing care and support services for all affected. Reporting to the Vice President of Programs and Services, the Physician Outreach Manager is responsible for building relationships with the healthcare provider community in order to encourage early detection and treatment of dementia as well as referrals to the Alzheimer’s Association. An ideal candidate will be familiar with senior, aging and medical provider networks, possess strong networking skills and have experience working with volunteers.

The Physician Outreach Manager must be competent and confident in working with medical providers and health care systems. This position requires public speaking on Alzheimer’s and topics related to caregiving and professional audiences. Our goal is to help position the Alzheimer’s Association widely, as the place to turn for all matters relating to Alzheimer’s disease and related disorders, during an era of growing competition.

Responsibilities:
- Develop partnerships with hospitals, health care systems, diagnostic centers, health clinics and individual physician practices serving individuals with symptoms of dementia.
- Develop and oversee the chapter’s healthcare outreach program with the goal of developing relationships with physicians, physician assistants, nurses and other medical professionals.
- Expand outreach to neurologists, geriatricians and top prescribing doctors in the Hudson Valley region.
- Promote the use of physician/healthcare system direct referrals to the association, particularly of individuals who have been recently diagnosed.
- Participate in conference calls with the national office that are related to physician outreach and share information with chapter program staff.
- Educate medical providers and the aging services network about dementia care and services.
- Recruit, train and supervise medical outreach volunteers to conduct in person visits to local doctors’ offices.
- Assist in the coordination of continuing medical education events in order to reach more physicians and to promote early detection and referral to the Alzheimer’s Association.
- Help create materials and conduct mailings to doctors’ offices.
- Track all activities/programs for families and providers in appropriate databases and assist in writing grant reports on activities.
- Participate in staff meetings and relevant training sessions.
**Knowledge, Skill Requirements and Experience:**
- Education: Bachelor’s degree or equivalent work related experience
- Community mobilization and/or volunteer recruitment and management experience
- Extremely organized
- Outstanding verbal and written communications skills, sales and marketing
- Deadline- and detail-oriented, adaptable and able to manage multiple projects and tasks
- Public speaking experience
- Ability to work with diverse communities and demonstrate inclusion

**Personal Characteristics Required:**
- Facility for juggling a wide range of tasks and often complex issues
- Self-starter, including the initiative to proactively identify and execute projects that will advance the mission
- Professionalism, maintained in dealings with every level of organization
- Confidence in working with and approaching physicians
- Integrity
- Creativity
- Sense of humor strongly recommended

**Other:**
This is a full-time, salaried position. It comes with a full range of benefits, including great colleagues and a happy and busy working environment. Work hours are normally 8:30 a.m. to 4:30 p.m., though hours may vary occasionally according to program and service needs.

**To apply:** Interested candidates should send a letter of interest and résumé

By email, to jobs@alzhudsonvalley.org

By mail, to
Meg E. Boyce, LMSW, Vice President of Programs and Services
Alzheimer’s Association Hudson Valley Chapter
2 Jefferson Plaza, Suite 103
Poughkeepsie, NY 12601

To learn more about our agency, visit [www.alz.org/hudsonvalley](http://www.alz.org/hudsonvalley).

The Alzheimer’s Association is an affirmative action, equal opportunity employer, and we’d love to hear from you.

This is not meant to be an exhaustive list of job duties and essential elements may change when necessary.