# Alzheimer’s Association Desert Southwest Chapter

## Job Description: Program Manager

**Overview:** Support in developing, implementing, and evaluating comprehensive plans for programs to achieve the Desert Southwest Chapter’s strategic goals in Arizona and southern Nevada. Coordinate with the Program Director and Regional staff as team leader of the Chapter’s core programs. Manage Chapter-wide program reporting, data inputting and tracking systems. This position requires effective organizational skills and significant collaborative teamwork with Chapter staff, volunteers, and community partners.

**Major Duties:**

* Support the Program Director in the development and implementation of Core Programs: Helpline, Family Care Consultation, Support Groups, Education, Early Stage and Safety Net. Directly provide services to clients as needed.
* Provide technical support to Regional staff teams through training, case review and clinical supervision.
* Assist the Chapter in maintaining accurate client documentation and service reports in accordance with the procedures of the Chapter and funding entities, including computer data input and report compilation.
* Identify health systems to promote ADRD awareness, brain health, early detection and diagnosis. Support staff in building relationships within the health community and promote collaborative partnerships.
* Support Chapter with growing program volunteers. Assist staff with recruitment, training, and scheduling program service delivery opportunities for volunteers.
* Assist the Chapter staff and volunteers in assessing community needs and resources. Analyze potential gaps and support the development of strategies to address these needs through collaborations and program plans.
* Conduct outreach to increase awareness about Alzheimer’s and to enhance access to services and resources, particularly for multicultural, rural and other underserved communities. Support the Regions in developing and maintaining effective relationships within the community aging network.
* Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to the Chapter’s mission. Provide supervision and training for assigned volunteers as needed.

**Other Duties:**

* Ensure that National and Chapter policies, standards, and decisions for programs are implemented and maintained in the provision of services. Foster appropriate communication and positive relationships between Chapter and Regional staff, clients, volunteers and community partners.
* Serve as a member of the Chapter team, participating in the development of program plans, grant tracking, training, and coordinating with other members in specific functional areas.
* Other duties as needed and appropriately assigned.

**Preferred Qualifications:**

* Master’s degree in social work, gerontology or a related field is preferred. Progressively responsible social service work history with vulnerable older adults.
* Demonstrated effective written and oral communication skills. Ability to prepare concise plans and reports and provide oral presentations. Effective computer skills required.
* Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Bi-lingual Spanish/English preferred.
* Strong organizational skills. Ability to prioritize and manage multiple tasks.
* Reliable transportation and ability to travel by car within region.

**Responsible to:** Program & Advocacy Director, Desert Southwest Chapter

**Status/ Hours:** Full-time exempt position. Primary weekday office hours, with evening and weekend work required at times.

**Primary Work Site:** Chapter Office in Phoenix, AZ. Position will require travel via air and automobile.

Equal Opportunity Employer