

JUNEAU COUNTY

POSITION DESCRIPTION

JOB TITLE: Dementia Care Specialist

DEPARTMENT: ADRC - Regional

DIRECT REPORT TO: ADRC Regional Manager

GRADE: 18

SALARY RANGE: See current wage scale

POSITION: Full Time, Non-Exempt

A. ESSENTIAL DUTIES AND RESPONSIBILITIES: **The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services agencies (APS), crisis response systems, county/tribal aging offices, ADRC staff members, and other agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations including: the Wisconsin Alzheimer's Institute, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care provider are available in accordance with the individual's preferences.
- Offer and provide short-term service coordination for individuals with dementia and/or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and services available.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

B. QUALIFICATIONS:

- A Bachelor of Arts or Science degree is required, preferably in the health or human services related field.*
- At least one year of full-time paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Experience in program development, implementation, and creation of reports.
- The ability to provide culturally competent services and supports.
- The ability to function independently and be resourceful in the roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including ability to record and report program data and information.
- A valid Wisconsin driver’s license and the ability to travel for community events and to make home visits.

** ADRCs **must** request a waiver of education and experience requirements for candidates considered to have achieved equivalent qualifications via alternative means **before** the candidate is hired. Requests should be submitted to DHSRCTeam@wisconsin.gov. Approval of waiver requests is at the discretion of the Department.*

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision.

The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Updated November 2020