

Title: Alzheimer's Disease Programs Initiative Coordinator	Grade: 7	
Reports To: Senior Wellness and Independence (SWI) Manager	FLSA Status: Exempt	
Supervises: Geriatric Workforce Training Specialist	Date Written:	Date Revised:
	1/6/2020	

POSITION SUMMARY

Screens and identifies older adults for Alzheimer's disease and related dementias (ADRD). Delivers Savvy Caregiver Program to family caregivers of older adults, and offers family-based therapy, individual counseling and consultation. Conducts ADRD awareness campaign and contributes to the development of the ADRD website.

DUTIES AND RESPONSIBILITIES

- Delivers Savvy Caregiver Program to family caregivers of the older adults with Alzheimer's disease and related dementias (ADRD)
 - Becomes certified Savvy Caregiver Program trainer within first three months
 - Develops an annual training plan to identify, recruit and offer Savvy Caregiver Program to the caregivers
 - Publicizes and reaches out to the community partners and provides training to the identified caregivers
 - Conducts pre-, post and follow-up assessments to measure the training outcomes
 - Works closely with the Alzheimer's Disease Programs Initiative Team to meet the project goals and objectives
- Offers family-based therapy and individual counseling to families of older adults with ADRD
 - Identifies and recruits families of older adults with ADRD to the family-based therapy and individual counseling
 - Performs needs assessment, develops goals and treatment plans with identified families, conducts regular evaluation, and plans for termination
 - Enters counseling contracts with identified families
 - Maintains well documented case notes for each of the families
- Offers consultation to the families of older adults with ADRD
 - Identifies families of older adults with ADRD
 - Offers consultation to the families using person-centered planning and decision making
 - Maintains well documented case notes for each of the families
- Screens and identifies older adults for ADRD
 - Uses standardized assessment tools to screen older adults for ADRD
 - Refers clients to healthcare professionals for diagnosis
 - Facilitates the care coordination

- Conducts ADRD media campaign
 - Researches on ADRD and develops informational materials
 - Works closely with the agency Graphic Designer to develop and design culturally and linguistically competent materials
 - Sends out ADRD media campaign materials and outreaches to community partners so that community partners will be made aware of the ADRD services provided by the agency and help identify older adults with ADRD for services
- Contributes to the development of a ADRD website
 - Works closely with the Alzheimer's Disease Programs Initiative Team to develop culturally and linguistically competent information for the ADRD website
 - Collects feedbacks from older adults and the families on ADRD information which can be put on the ADRD website
 - Provides feedbacks to the web developer on the website needs and design
- Contributes to the annual ADRD awareness campaigns
 - Works closely with the Alzheimer's Disease Programs Initiative Team to plan and schedule ADRD public awareness campaigns twice annually
 - Publicizes the campaigns
 - Develops any materials needed for the campaigns
- Prepares regular reports
 - Keeps documentation of all the counseling efforts
 - Provides statistics and narratives to the regular reports
- Facilitates inter-disciplinary care team meetings
- Develops and maintains relationships with the community partners on the Alzheimer's Disease Programs Initiative Project
- Participates in and contributes to Project Team Meetings, Training Sessions, and Department Meetings
- Be responsible for own professional development, including participating in the supervisory process and using other educational opportunities, both within and outside of the agency
- Be responsible for data management using Salesforce.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Master degree in Social Work and obtain a License in Social Work within six months upon hire.
- License in Social Work or License in Clinical Social Work preferred.
- Previous experience in social work, geriatric, counseling or related fields preferred.

Skills/Knowledge:

- Spoken and written knowledge of Chinese and English. (Cantonese preferred, Toishanese and Mandarin a plus)
- Compassionate and caring demeanor
- Ability to build rapport with clients
- Access to personal transportation
- Access to variety of diagnostic tools and therapy materials
- Basic end-user level understanding and experience with Salesforce is a plus

Physical Demands:

- Required to frequently sit, stand, bend, and walk for extended periods.

Environment and Scheduling:

- Work is normally performed during standard business hours, Monday through Friday.
- Must be flexible and available to work after regularly business hours when necessary.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.