

Title: Occupational Therapist	Grade: 7	
Reports To: Alzheimer's Disease Programs Initiative Coordinator	FLSA Status: Exempt	
Supervises: N/A	Date Written:	Date Revised:
	10/2019	

POSITION SUMMARY

Delivers evidence based programs Tailoring Activities for Persons with Dementia (TAP) and Caregivers and Reducing Disability in Alzheimer's disease (RDAD) to older adults with Alzheimer's disease and Related Dementia (ADRD), and contributes to the development of the ADRD website and awareness campaigns.

DUTIES AND RESPONSIBILITIES

- Delivers Tailoring Activities for Persons with Dementia (TAP) and Caregivers
 - Becomes TAP certified within six months
 - Translates the TAP into culturally and linguistically competent program
 - Develops a plan to identify, recruit and offer TAP to older adults with ADRD and their caregivers
 - Conducts assessments to identify preserved capabilities, physical functioning and previous and current interests of person with ADRD
 - Develops "activity prescription" which specifies the person's capabilities, an activity and activity schedule, specifications for setting up the activity and strategies for effectively involving the person with dementia
 - Provides instructions to the caregivers in using prescribed activities for future cognitive declines and how to generalize specific strategies (e.g., communication) to other care challenges
 - 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

- Delivers Reducing Disability in Alzheimer's Disease (RDAD) to the older adults with ADRD
 - Learns the RDAD within six months
 - Develops a plan to identify, recruit and offer RDAD to the older adults with ADRD
 - Teaches the older adults and/or their caregivers on the exercise components (aerobic and endurance activities and strength, balance, and flexibility training) and behavioral components (dementia training, and how to identify and modify behavioral symptoms, modulate caregiver responses to the symptoms, and identify pleasant activities for the care recipient)
 - 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

- 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 annually
 - Publicizes the campaigns
 - Develops any materials needed for the campaigns
- Contributes to ADRD media campaign
 - Recruits occupational therapy students and other volunteers to help with the ADRD media campaign
 - 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
- 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:

- Occupational therapist license in the State of IL
- Previous experience in social work, geriatric, counseling or related fields

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

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