Title: Geriatric Health Service Specialist

Grade: 5

Reports To: Alzheimer’s Disease Programs Initiative Coordinator

FLSA Status: Exempt

Supervises: N/A

Date Written: 10/2019

Date Revised: 4/2020

POSITION SUMMARY

Delivers evidence based programs Tailoring Activities for Persons with Dementia (TAP) and Caregivers to older adults with Alzheimer’s disease and Related Dementia (ADRD), and contributes to the development of the ADRD website and awareness campaigns. Delivers Savvy Caregiver Express Workshop. Contributes to the development of a ADRD website, annual awareness campaign and media campaigns. Prepares regular reports and works closely with the multi-disciplinary teams to formulate care plans for the clients and/or caregivers.

DUTIES AND RESPONSIBILITIES

- Delivers Tailoring Activities for Persons with Dementia (TAP) and Caregivers under the supervision of Occupational Therapist
  - Becomes TAP certified within six months
  - Works under the on-going supervision of Occupational Therapist for TAP implementation
  - Attends regular coaching calls with TAP master trainer
  - 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
  - Publicizes and/or markets the TAP program to the communities
  - 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 Savvy Caregiver Express Workshop
  - Becomes Savvy Caregiver Express Program Trainer within six months
  - Works with the Alzheimer’s Disease Program Initiative Coordinator on recruitment and marketing strategies on the Savvy Caregiver Express Workshops
  - Co-facilitates programs once every other month to caregivers
• Contributes to the development of a ADRD website
  o Works closely with the Alzheimer’s Disease Programs Initiative Team to develop
culturally and linguistically competent information for the ADRD website
  o Collects feedbacks from older adults and the families on ADRD information which can
be put on the ADRD website
  o Provides feedbacks to the web developer on the website needs and design

• Contributes to the annual ADRD awareness campaigns
  o Works closely with the Alzheimer’s Disease Programs Initiative Team to plan and
schedule ADRD public awareness campaigns annually
  o Publicizes the campaigns
  o Develops any materials needed for the campaigns

• Contributes to ADRD media campaign
  o Recruits occupational therapy students and other volunteers to help with the ADRD
media campaign
  o 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
  o Keeps documentation of all the counseling efforts
  o Provides statistics and narratives to the regular reports

• Attends regular 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:**
- Bachelor’s degree (Preferably in Social Work, Psychology, Counseling, or related health or human services field)
- Becomes Certified Tailoring Activities for Persons with Dementia Trainer and Savvy Caregiver Express Program Trainer within six months
- Prior work experience in geriatric field is a plus

**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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