

**Green County
Position Description**

Job Title: Dementia Care Specialist
Department: Human Services
Reports To: ADRC Regional Manager
Grade: 61 – Case Worker I
62 – Case Worker II
Status: Full-Time
FLSA Status: Non-Exempt
Prepared By: ADRC Regional Manager (M. Mezera)
Prepared Date: December 17, 2020
Approved By: Human Services Director (D. Williams)
Approved Date: December 17, 2020
HR Review:
EEOC Code:
W/C Code:

SUMMARY

The purpose of the Dementia Care Specialist position is to work in collaboration with the regional and local Aging & Disability Resource Center (ADRC) managers and staff in Grant, Green, Iowa and Lafayette Counties, to create a more dementia friendly ADRC; work with community leaders to create dementia friendly communities throughout the region; and provide opportunities for people with dementia to remain in their own homes. This position works under Green County Human Services' Aging and Disability Resource Center Regional Office.

ADRCs provide a central source of reliable and objective information about a broad range of programs and services. They help people understand and evaluate the various options available to them. By enabling people to find resources in their communities and make informed decisions about long-term care, ADRCs help people conserve their personal resources, maintain self-sufficiency and delay or prevent the need for potentially expensive long-term care. ADRCs also serve as the single access point for publicly funded long-term care, including Family Care and IRIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

The following duties are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required as 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.
- Travel throughout the region is required.
- Participate in marketing and outreach activities.
- Participate in program development activities.
- Participate in Quality Assurance/Quality Improvement projects and activities.
- Participate in staff meetings and training activities.
- Perform other duties as needed or assigned to support the mission of the Resource Center.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Represent Green County Human Services and the Aging and Disability Resource Center to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in ongoing training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintain the confidentiality of client information as required by State and Federal laws and regulations.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in a health or social service field is required; a master's degree is preferred.
- Case Worker I Classification: 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).
- Case Worker II Classification: At least two years of experience or equivalent combinations of education and experience with approval from Office of Resource Center Development, Bureau of Aging and Disability Resources.
- Expertise and knowledge regarding older adults, dementia care and support, family and informal caregiver needs and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- 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 roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide community employer outreach and education programs.
- Basic computer skills, including ability to record and report program data and information.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Required to consistently communicate effectively and professionally with Green County citizens, clientele, families/guardians, law enforcement, medical staff, school officials, legal partners, employees, and government officials, both orally and in writing.

MATHEMATICAL SKILLS

- Ability to add and subtract two digit numbers and to multiply and divide with 10's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to compare, count, differentiate, measure and/or sort data and information.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license along with unlimited access to a reliable, insured motor vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, etc.
- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgement, to be proper.

This job description is not a contract for employment.

Green 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 and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date