

Dementia Care Specialist

Oneida County is accepting applications to fill a full-time (40 hours per week) Dementia Care Specialist position with the ADRC (Aging and Disability Resource Center). This position provides dementia-specific information and resources to providers, agencies, caregivers, persons with dementia and public in order to create a dementia capable community. Starting 2021 rate of \$23.18 to \$25.17 per hour based on education and experience, plus excellent benefit package.

Qualified individuals must have a four-year degree, preferably in Social Work or related field; at least one-year of workplace related experience working with individuals with dementia and their families; Social Services/Human Services experience strongly preferred. Must have a valid WI Driver's license, the ability to stay organized, understand how to work as a team player, strong customer service skills, and have excellent computer and communication skills.

Oneida County Social Services/ADRC is a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment. Work involves determination of client needs, provisions of appropriate services, and referral of clients to other resources and programs as needed.

Complete job description and **required** Oneida County application are available at www.co.oneida.wi.us. Completed application along with resume and college transcripts should be mailed to Oneida County LRES (Personnel), Courthouse, P.O. Box 400, Rhineland, WI 54501 or emailed to jlueneburg@co.oneida.wi.us. Applications are due **by Thursday, December 9, 2021 at 10:00 a.m.**

EOE/AA

Oneida County Job Description

Job Title: Dementia Care Specialist
Department: Aging & Disability Resource Center (ADRC)
Reports To: ADRC Manager
FLSA Status: Non exempt
Prepared By: Mary Rideout
Prepared Date: September 2021
Approved By: Lisa Charbarneau
Approved Date: 11/16/2021
Reviewed Date: **11/16/2021**

SUMMARY This position is responsible for creating a dementia capable Aging and Disability Resource Center (ADRC), dementia friendly communities, and provide dementia-specific information and resources to providers, agencies, persons with dementia, caregivers, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned

Develops collaborative relationships with physicians, dementia diagnostic clinics and other health and long-term care providers for referral and service improvement.

Delivers person-centered service to those diagnosed or requesting cognitive assessments: cognitive screens, follow-up after doctor appointment/diagnosis, connection to resources, short term service coordination, assists with planning legal, financial and engagement activities. Follows-up with referring physician. Certifies and maintains fidelity of ADRC staff to be cognitive screeners.

Provides dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to Adult Protective Services (APS), county/tribal aging offices, and DSS/ADRC staff members.

Provides follow-up as needed to determine outcomes and to offer additional assistance as necessary.

Schedules and completes community outreach and awareness to professionals, employers, civic and faith groups educating about dementia, communication and community resources. Creates presentations for community groups with information about services, dementia, communication, caregiving, planning and community resources including the ADRC services.

Collaborates actively and develop referral protocols with local, regional and statewide dementia organizations, the Wisconsin Alzheimer's Institute and the statewide research centers.

Initiates and maintains relationships with emergency responders and healthcare providers to educate to support better service delivery to those with dementia in communities.

Offers and provides person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.

Offers and provides short-term service coordination for individuals with dementia or their caregivers. Coordinates with other ADRC, county/tribal aging unit(s), APS, Human Service Center and other county staff members and be available for joint or independent home visits.

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.

Assists the ADRC and serves as a catalyst for developing and implementing strategies to create dementia friendly communities in the ADRC service area.

Collaborates with community partners and provides volunteer guidance to create resources and offer events to expand the reach of the local goals.

Provides outreach and awareness to professionals, employers, organizations and the general community about the ADRC and available dementia services.

Maintains current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.

Assists colleagues by sharing experiences. Mentors new staff. Provides workshops to increase the awareness of programs and outcomes.

Advocates on behalf of customers and their caregivers. Empowers individuals to advocate on their own behalf.

Collects and records customer demographic information and actions taken using the ADRC database and reporting system as well as document accurately in the state/federal time reporting system. Maintains paper filing and record systems to provide easy access to records and information; maintain/destroy records and reports as required per County policies.

Shall attend on-going statewide meetings and trainings as required.

May meet with a customer in the office, in the customer's home or in a public or community setting.

Provides information & assistance to the public.

Other duties as assigned.

DOCUMENTATION AND QUALITY ASSURANCE

- Participates in prevention activities, support groups, classes and other initiatives.
 - Participates in annual Quality Assurance/Quality Improvement projects and activities.
 - Arranges work schedule as necessary or directed to meet the program and consumer service needs.
 - Represents the ADRC to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
 - Participates in staff meetings and training activities.
 - Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
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- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
 - Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to organize work.

Ability to relate to older people and people with disabilities and assess their needs.

Strong customer service skills.

Ability to gather, assess, and use information in determining recommendations and interventions.

Ability to work as a team player.

Knowledge of the principles and practices pertaining to social work.

Knowledge of laws, regulations and practices pertaining to social service programs.

Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.

EDUCATION and/or EXPERIENCE

Four year college degree, preferably in social work or a related field.

Three to five years Social Services/Human Services experience is strongly preferred.

One year paid experience working with individuals with dementia and their families..

Other significant and applicable experience will be considered.

LANGUAGE SKILLS

Ability to communicate effectively, both orally and in writing

Ability to communicate effectively with various types of people, both individually and in groups.

REASONING ABILITY

Ability to understand complex situations and interactions and tailor solutions to unique circumstances.

Ability to deal tactfully with difficult situations.

Ability to establish priorities for service intervention.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin's Driver License

Certified as a Wisconsin Adult Long Term Functional Screener. Required within three months of hire.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.