

Alzheimer's Disease Resource Agency of Alaska
Job Description

Position Title: **Educaiton Specialist – Satellite Office**

Department: **Education**

Reports to: **Education Director**

General Definition: The Education Specialist is responsible for identifying needs and implementing education and outreach in one of the agency satellite offices. Duties include, but are not limited to, organizing and facilitating the local support group, providing information, referral and consultations to families and professionals and the general public regarding the effects of, and planning involved, with Alzheimer's disease and related disorders (ADRD).

Essential Job Functions:

- Locate professional and family caregivers involved with individuals with ADRD.
- Identify and work with community contacts to develop a network and support services and to evaluate needs.
- Make in-home visits; maintain client files.
- Conduct educational programs and in-service trainings.
- Coordinate with appropriate community resource agencies and make referrals.
- Attend meetings as necessary for coordination with Agency, community, business and policy-making individuals.
- Initiate and maintain legislative contact for advocacy purposes.
- Maintain and update local ADRD lending library.
- Submit monthly activity reports to supervisor.
- Promote the Agency's mission, goals and programs.
- Complete other duties as required by the Agency.

Requirements and Qualifications:

- Bachelor's degree in health-related field or equivalent experience in a health, education or social service area.
- Knowledge of or ability to learn the effects of ADRD on individuals and their families.
- Knowledge of or ability to learn the issues involved in family caregiving.
- Education and/or experience in providing family support and referral.
- Experience with public speaking and conducting training programs.
- Excellent written and verbal communication skills.
- Ability to work independently, follow directions, organize materials and coordinate with individuals, groups and businesses.
- Valid Alaska driver's license with a good driving record and proof of auto insurance.

Essential Physical and Mental Requirements:

- Must have the ability to perform lifting and transferring of no less than fifty pounds, and demonstrate good body mechanics while performing these tasks.
- Must possess the ability to drive personal vehicle for Agency business.
- Must be able to climb stairs and access individuals in non-accessible rooms or apartments.