

ALZHEIMER'S DISEASE RESOURCE AGENCY OF ALAKSA

Job Title: Education Specialist – Satellite Offices	Revised: 9/08
Department: Education	
Reports to: Education Director	FLSA status: non-exempt

Position Overview

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.
- 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 social work, nursing, health, human services or closely related field.
- Additional years of experience may be substituted for education.
- Ability to pass a state and federal criminal background check.
- Valid Alaska driver's license with a good driving record and proof of auto insurance.

Knowledge, Skills and Abilities

- Knowledge of or the ability to learn about Alzheimer's disease and related disorders
- Knowledge of geriatric issues.
- Knowledge of or ability to learn the issues involved in family caregiving.
- Ability to speak in public conduct training programs.
- Excellent verbal and written communication skills.
- Ability to work independently, follow directions and organize materials and time.
- Ability to operate computers and other office equipment.
- Ability to drive, and to use personal vehicle for Agency business.

Physical and Special 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 be able to climb stairs and access individuals in non-accessible rooms or apartments.
- Ability to work evenings and weekends as needed.
- Ability to travel as needed to perform job duties.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.