

ALZHEIMER'S DISEASE RESOURCE AGENCY OF ALASKA



Job Title: Caregiver Connection Specialist	Revised: 3/15/2021
Department: Education	Pay Range \$19-\$23 per hour
Reports to: Education Director	FLSA status: non-exempt

Alzheimer's Resource of Alaska (ARA) is looking for a full-time dedicated Care Coordinator to join us in enriching the lives of Alaskans in need (40 hours per week, \$19-\$23 per hour) in our Anchorage office

How to apply:

Please send cover letter and resume to:

Kay Papakristo, Education Director kpapakristo@alzalaska.org

Position Overview

Assess caregiver/family needs and identify and coordinate the delivery of services. Client-oriented tasks will involve screening, assessment, service coordination, monitoring, follow-up and advocacy. The Caregiver Connection Specialist will act as a liaison between caregivers, supports, service agencies, and state representatives.

Benefits:

Generous leave policy that includes paid holidays, sick leave and paid vacation days.

Insurance coverage.

Employer matched retirement.

Working with partners who make a difference every day!

Essential Job Functions

- Process requests for screenings, assessments, services, referrals, and consultations.
- Develop a limited service plan with and for the caregiver enrolled in the Caregiver Connection Program and update the plan as needed.
- Monitor service plans and follow-up with clients as needed.
- Implement the service plan and provide guidance to caregivers as they make service arrangements with providers for this consumer directed program.
- Network with other community service providers.
- Promote the Agency's mission, goals and programs.
- Ensure confidentiality as prescribed by agency policy and federal/state law.
- Maintain and promote a positive professional working relationship with all employees.
- Attends and participates in meetings, committees and training as assigned.
- Follow timelines and documentation practices established by the Education Director.
- Perform other duties as assigned.

Anchorage

1750 Abbott Rd.
Anchorage, AK 99507
Phone (907) 561-3313
Fax (907) 561-3315

Fairbanks

565 University Ave, Suite 2
Fairbanks, AK 99709
Phone (907) 452-2277
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Juneau

3225 Hospital Dr, Suite 101
Juneau, AK, 99801
Phone (907) 586-6044
Fax (907) 586-6084

Mat-Su Valley

777 N. Crusey Street, Suite B101
Wasilla, AK 99654
Phone (907) 746-3413
Fax (907) 746-3412



Requirements and Qualifications

- Bachelor's degree in social work, psychology, nursing, health, human services or closely related field and minimum of one full year paid work experience in human services. Some of the education requirement may be substituted for additional work experience (e.g. Associate degree or two years of college credit in the above fields plus three years paid work experience in human services).
- 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 dementia, and senior health.
- Knowledge of or ability to learn about coaching philosophy, techniques and strategies.
- Knowledge of health care or social service systems and community resources to assist families, friends and neighbors in caregiving roles.
- Excellent verbal and written communication skills.
- Ability to apply cultural awareness and sensitivity when working with colleagues and clients of diverse backgrounds.
- Ability to evaluate client needs and complete assessments.
- Ability to develop mutually agreed-on goals and objectives based on strengths, needs and challenges of clients.
- Ability to use specified evaluation methods to assess program outcomes.
- Ability to network with representatives of other agencies.
- Ability to comply with all agency policies and procedures.
- 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.
- Ability to work evenings and weekends as needed.

Caregiver Connection Specialist | 03/15/2021

www.alzaska.org

Alzheimer's Resource of Alaska is a statewide 501(c)(3) non-profit organization and Conflict Free Care Coordination Agency dedicated to ensuring the best possible quality of life for individuals who qualify for Alaska's Home and Community Based Medicaid Waivers. Our Mission: Support Alaskans affected by Alzheimer's disease, related dementias and other disabilities to ensure quality of life. We serve Alaskans with Alzheimer's disease and related dementias, elderly needing assistance, people with disabilities and their families. Care Coordination Resource of Alaska is a program of Alzheimer's Resource of Alaska.

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.

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