



Job Title: Education Specialist – Anchorage Office	Revised: 4/22
Department: Education	Status: Full Time – 40 hours per week
Reports to: Education Director	Pay: \$20.50–\$26/hour, DOE

Position Overview

The Education Specialist is responsible for implementing education and support programs for individuals with Alzheimer’s Disease and related dementia (ADRD), seniors, families, professional and non-professional caregivers and the general public. The duties include, but are not limited to: providing information, referrals, consultations, organization and facilitation of support groups, public speaking on awareness topics related to geriatrics and/or ADRD, instruction in educational settings for caregivers both professional and non-professional, as well as promotion and outreach activities.

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

- Conduct outreach activities such as awareness events and presentations to identify individuals, families and professionals affected by ADRD.
- Assist with new referral process by accepting phone call or appointment, collection of information, and referral to appropriate department (commonly known as “intake”).
- Provide consultations to individuals, families and providers. Consultations can be on community resources or issues relating to ADRD.
- Conduct educational programs for family and professional caregivers.
- Facilitate and organize various support programs such as Mind Matters and Art Links.
- Facilitate caregiver support groups.
- Maintain, update and promote statewide lending library.
- Promote and facilitate ADRD Mini grant program.
- Assist in the development of trainings and support programs.
- Participate in local meetings of relevant interest to network and coordinate with the community and promote the organization.
- Promote the Agency’s mission, goals and programs.

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
 Fax (907) 457-3376

Juneau
 2354 Mendenhall Loop Rd, Ste.79
 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) 746-3439

Requirements and Qualifications

- Bachelor's degree in social work, psychology, nursing, health, human services or closely related field.
- Master's Degree in relevant field preferred.
- Additional years of relevant experience may be substituted for education.
- Strong preference for experience with ADRD or geriatric field.
- 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.
- Negative TB screening and annual negative re-screening.

Knowledge, Skills and Abilities

- Knowledge of or the ability to learn about Alzheimer's disease and related dementias.
- Knowledge of geriatric issues.
- Knowledge of or ability to learn the issues involved in family caregiving.
- Ability to speak in public to conduct awareness and 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.
- Ability to travel to various regions of the State as required.

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.

How to apply:

Please send cover letter and resume to:

Kay Papakristo, Education Director, KPapakristo@alzalaska.org

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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