GENERAL SUMMARY:

The Care Consultant assists persons affected by Alzheimer’s disease and related disorders in accordance with the mission of the Association.

CORE CHARACTERISTICS AND COMPETENCIES REQUIRED:

- Demonstrated success providing quality clinical support to individuals with Alzheimer’s and their families with solid knowledge of dementia, dementia-related resources, constituent needs and best practices.
- Demonstrated success working with diverse populations
- Excellent ability to communicate in person, print, and electronically to variable audiences
- Ability to analyze information and make timely, appropriate decisions
- Ability to clearly communicate the mission ensuring everyone works toward the same goals.
- Demonstrated proficiency in use of technology essential to job function.
- Ability to work under pressure and manage multiple projects at once.
- High level of integrity, diplomacy and initiative.

ESSENTIAL JOB FUNCTIONS:

Care Consultant primary responsibilities (90%)

- Assist in increasing delivery of high quality short-term consultations in person or virtually by 15% in 3 years (with emphasis on increasing participation among populations that typically have low involvement) to assist Alzheimer’s families in understanding dementia, planning for future care needs, ability to cope; link clients to appropriate chapter and community resources.
- Ensure compliance with National to collect data
- Ensure high quality program delivery (at least 90% satisfied)
- Provide back-up to 24/7 Helpline as needed; crossed trained to back-up Helpline Manager as needed

General chapter responsibilities (10%)

- Cultivate and recruit supporters for chapter fundraising events like Walk to End Alzheimer’s and Longest Day. Generate leads for Development team.
- Serve on Alzheimer’s Association and community workgroups/committees as assigned
- Maintain monthly and quarterly reports, case histories, service statistics and grant-related paperwork.

MINIMUM REQUIREMENTS:
• Education: Master’s degree in Social Work
• Clinical experience: 3+ years’ clinical services experience providing care consultation or case management; dementia care experience preferred
• Experience in student supervision and volunteer management preferred
• Proficiency with Microsoft Office applications (especially Word); ability to learn donor and service user software

WORKING CONDITIONS:
• Office located at chapter office; services provided throughout 38-county chapter area
• Position operates in a flexible work environment which requires some travel by car throughout 38 county area and flexibility to work evenings and weekends to meet community needs
• Position utilizes desktop or laptop computer, Ipad and cell phone
• Works typical hours and remains flexible to offer early evening and weekend consultations at least two times per month.
• Must be able to lift and carry 25 lbs of equipment and supplies.

This job profile in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Created June, 2016