



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Dementia Care Specialist I
- DEPARTMENT:** Health
- CLASSIFICATION:** Administrative & Office Staff (AOS)
- LOCATION:** Wichita Tribal Complex
- REPORTS TO:** Alzheimer’s Disease Programs Initiative Project Director

**JOB SUMMARY:**

The Dementia Care Specialist will be responsible for completion of activities associated with the Wichita and Affiliated Tribe’s “Alzheimer’s Disease Programs Initiative” grant's objectives and deliverables. Primarily works to increase awareness and understanding of cognitive impairment, dementia care, and caregiver health and wellness among tribal members and Health System employees through project-specific direct services and educational outreach. Duties and responsibilities might change over time and with changing program needs.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Develops and coordinates community and cultural events that promote and disseminate dementia care best practice (walks, fairs, cultural days).
2. Provides dementia-care education and training to Wichita and Affiliated Tribe’s Health Program staff and community members involved in care of individuals living with dementia.
3. Helps plan and implement steps to sustain Wichita and Affiliated Tribe’s dementia-capable Home and Community Based Services.
4. Engages tribal communities and partnering entities to develop support for the program.
5. Helps develop marketing tools such as flyers, newspaper, radio public service announcements, etc.
6. Promotes dementia care protocols and best practice among priority groups.

7. Travels frequently for meetings, trainings, appointments, referrals, and client services.
8. Develops and completes Outreach Activity data tracking forms.
9. Searches for and secure audio files that meet client needs, technically load them on MP3 players, and teach family caregivers how to assist Elder's to use it.
10. Plans and facilitates volunteer-led Alzheimer's support groups in community settings.
11. Coordinates services with existing Health Programs through the software system OPUS.
12. Coordinates with WAT's PHN on Doctor referrals for general health issues for follow-up and monitoring.
13. Conducts surveys to identify individual or household risk factors for diseases in the Indian population.
14. Other duties as assigned by the Supervisor.

**EDUCATION AND EXPERIENCE:**

1. Prefer an Associate's Degree in Health Care Administration, Public Health, or related field. Experience and training in health projects or/and a combination of education may be substituted. However, candidate must have completed at least one (1) year in Health Care Administration, Public Health, or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience.
2. Must have at least one (1) year of experience providing training and/or community outreach activities.
3. Must have the ability to interpret and follow program guidelines relating to age-friendly and dementia-friendly best practices.
4. Must have ability to foster collaborative relationships and maintain a positive working relationship with others.
5. Must be computer literate and have previous experience with data entry and able to operate software for letter processing and spreadsheets, and must be knowledgeable in Microsoft Word, Excel and Power Point database.
6. Must have the ability to organize and maintain clear and concise records.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

