



# VACANCY ANNOUNCEMENT

## Dementia Care Specialist I

<b>OPENING DATE:</b>	03/31/2023	<b>CLOSING DATE:</b>	Open Until Filled
<b>SUPERVISOR:</b>	Alzheimer's Disease Programs Initiative Project Director	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	Health Services Building – Tribal Complex	<b>STATUS:</b>	Regular Full-Time

### 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.

### DUTIES AND RESPONSIBILITIES

- Develops and coordinates community and cultural events that promote and disseminate dementia care best practice (walks, fairs, cultural days).
- 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.
- Helps plan and implement steps to sustain Wichita and Affiliated Tribe's dementia-capable Home and Community Based Services.
- Engages tribal communities and partnering entities to develop support for the program.
- Helps develop marketing tools such as flyers, newspaper, radio public service announcements, etc.
- Promotes dementia care protocols and best practice among priority groups.
- Travels frequently for meetings, trainings, appointments, referrals, and client services.
- Develops and completes Outreach Activity data tracking forms.
- 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.
- Plans and facilitates volunteer-led Alzheimer's support groups in community settings.
- Coordinates services with existing Health Programs through the software system OPUS.
- Coordinates with WAT's PHN on Doctor referrals for general health issues for follow-up and monitoring.
- Conducts surveys to identify individual or household risk factors for diseases in the Indian population.
- Other duties as assigned by the Program Director.

### EDUCATION AND EXPERIENCE

- 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.
- Must have at least one (1) year of experience providing training and/or community outreach activities.
- Must have the ability to interpret and follow program guidelines relating to age-friendly and

dementia-friendly best practices.

- Must have ability to foster collaborative relationships and maintain a positive working relationship with others.
- 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.
- Must have the ability to organize and maintain clear and concise records.
- Proven ability to work well with Indian families and children, and must have positive human interaction skills.

### **REQUIREMENTS**

Must possess a valid Oklahoma Driver's License.  
This position requires a successful background check and drug screening.

### **APPLICATION PROCEDURE**

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

### **EMPLOYMENT PREFERENCE**

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

### **BENEFITS**

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.