



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Dementia Care Specialist II
- 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. Aids with dementia-care capacity building within the Wichita and Affiliated Health Program.
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. 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.
6. Helps develop marketing tools such as flyers, newspaper, radio public service announcements, etc.

7. Promotes dementia care protocols and best practice among priority groups.
8. Travels frequently for meetings, trainings, appointments, referrals, and client services.
9. Develops and completes Outreach Activity data tracking forms.
10. 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.
11. Plans and facilitates volunteer-led Alzheimer's support groups in community settings.
12. Coordinates services with existing Health Programs through the software system OPUS.
13. Coordinates with Wichita and Affiliated Tribe's Public Health Nurse on Doctor referrals for general health issues for follow-up and monitoring.
14. Conducts surveys to identify individual or household risk factors for diseases in the Indian population.
15. Other duties as assigned by the Project Director.

EDUCATION AND EXPERIENCE:

1. Prefer a Bachelor's Degree in Health, Human Services, 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, Human Services, 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.
- 8. Ability to maintain a high level of confidentiality.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check, drug screening and Covid-19 testing. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. Direct Deposit is required.

This certifies that I have read and understand the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
CHIEF OPERATIONS OFFICER	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.

