

# Community Engagement Specialist

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The Community Engagement Specialist is responsible for enhancing grant funded activities that support services and provide assistance and professional intervention to Alzheimer's families and to foster cooperative relationships with the local community health and social service professionals. Further responsibilities include managing North Bay's volunteer-led caregiver support group program and organizing and executing programs and services, prioritizing volunteer delivery of the Alzheimer's Association education and awareness programs

JOB TITLE: Community Engagement Specialist

LOCATION: North Bay Office, San Rafael, California

STATUS: Part-time 32 Hours per Week, Exempt

GRADE: 305: \$867.00 - \$1088.00 weekly

## RESPONSIBILITIES

Essential functions and responsibilities include, but are not limited to:

### Chapter Helpline Team and Family Services (40%)

- Provide overall support to the Chapter's Helpline Team, by responding to Chapter-wide follow-up calls, responding to Helpline follow-up requests and provide information and referral and/or care consultation as needed
- Ensure Association documentation standards are met for these calls, completing Personify database by end of business day
- Responsible for ensuring 100% compliance of adherence of the Alzheimer's Association's Helpline Standards

- Ensure all grant compliance with Helpline calls and track and report monthly statistics or grant administration: Helpline, Care Consultation, Support Group and Caregiver Training
- Manage the North Bay's physician referral program, providing information and referral and care consultations to families directly referred through this formalized program

### **Outreach & Education Programs (40%)**

- Stay up-to-date on Alzheimer's disease (AD) care and research, family caregiver issues and related interventions and community resources
- Identify opportunities to collaborate and further develop relationships with community agencies and ethnic community providers to promote awareness of the Alzheimer's Association and our services
- Present educational programs on Alzheimer's and related disorders to family caregivers, community groups and organizations as needed
- Expand partnerships with health and community-based organizations in the North Bay (Marin, Sonoma, Napa, Mendocino and Lake Counties)
- Represent the Alzheimer's Association at community meetings and events
- Track and report monthly statistics or grant administration: Helpline, Care Consultation, Caregiver Training, Support Groups, Community Education and Outreach programs
- Assist with planning educational events or forums
- Assist with facilitating caregiver support groups and mentoring volunteer support group facilitators as needed

### **Early Stage Programs (10%)**

- Oversight of the Alzheimer's Association North Bay Early Stage Memory Loss Program held virtually
- Recruit and screen prospective participants for the Early Stage Memory Loss Program (those living with Alzheimer's or a related dementia and their care partner)
- Facilitate care partner support group

### **Support Group Services (10%)**

- Working in conjunction with the Family Services Manager, provide continuous support to volunteer support group facilitators, offering them information and ongoing assistance throughout the year
- Responsible for volunteer recruitment to maintain and expand support groups in the North Bay region
- Facilitate support groups as needed

### **QUALIFICATIONS**

- Masters in Social Work, Family Counseling, or Gerontology, preferred
- LCSW or MFCC licensure a plus
- Minimum of 2 years' experience in geriatric and Alzheimer's care required
- Demonstrated skills in speaking and writing on dementia and caregiver issues

- Care management and case documentation skills
- Ability to respond to emotional concerns of family members
- Strong public speaking skills
- Excellent verbal and written communication skills

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Fully engage in a culture where team collaboration is more highly valued than individual achievement.
- Work as a team to accomplish, if not exceed, organizational goals in the National Strategic Plan
- Excellent verbal and written communication skills
- Proficiency with applications for Microsoft Office (Excel, Word and PowerPoint), Google Suite (Docs, Sheets, Slides), and teleconferencing software, such as Zoom
- Participate in Walk to End Alzheimer's staff team
- Work at least two weekends in the fall for the Walk to End Alzheimer's
- Ability to travel in the service area, and a valid driver's license and vehicle
- Enhance our culture of diversity and inclusion in all aspects of the job

## **Who We Are**

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. Our mission is to lead the way to end Alzheimer's and all other dementia- by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.

At the Alzheimer's Association, our employees are at the core of all we do. Our network of more than 1,900 employees across the United States makes a difference each and every day for those impacted by Alzheimer's and those at risk for the disease.

We warmly invite qualified applicants to consider this opportunity to make a life-changing impact on the millions living with Alzheimer's, their caregivers and those that may develop the disease in the future. Read on to learn more about the role, then visit our website [alz.org/jobs](http://alz.org/jobs) to explore who we are and why we've been recognized as a Best Place to Work for the last twelve years in a row.

At the Alzheimer's Association®, we believe that diverse perspectives are critical to achieving health equity - meaning that all communities have a fair and just opportunity for early diagnosis and access to risk reduction and quality care. The Association is committed to engaging underrepresented and underserved communities and responding with resources and education to address the disproportionate impact of Alzheimer's and dementia.

The Alzheimer's Association is committed to diversity, equity and inclusion in the workplace and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin,

disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Employees working 24 hours/week or more are eligible for a comprehensive benefits package, including medical, dental, vision, flex accounts, short and long-term disability, life insurance, long term care insurance, tuition reimbursement, generous Paid Time Off, 12 annual holidays and Paid Family Leave, as well as an annual Cultural & Heritage Day and Volunteer Day of their choosing. They are also eligible for our gold standard 401(k) retirement plan.

Full time employees (37.5 hours/week), will enjoy all of the above plus an annual School Visitation Day and an Elder Care Facility Day of their choosing.

## Application Instructions

Please click on the link below to apply for this position. A new window will open and direct you to apply at our corporate careers page. We look forward to hearing from you!

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 San Rafael, CA

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Posted: 4/5/2024

Job Reference #: COMMU002006



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