



the compassion to care, the leadership to conquer

JOB POSTING

Diversity Program Manager Underserved Caregiver Initiative

General Summary: Coordinates and provides supportive services for various Alzheimer's Association programs concentrating on African Americans impacted by Alzheimer's and dementia including outreach, education, information and referral, care consultations, social activities and other supportive services.

Essential Job Functions:

- Conducts outreach efforts to connect Alzheimer's Association supports to local African American communities with particular emphasis on "The Crescent".
- Develops strategic partnerships for increased collaboration to serve African Americans impacted by Alzheimer's and dementia.
- Delivers culturally competent support services to local African American communities.
- Leads staff professional development as related to serving local African American communities.
- Maintains essential statistical program services data necessary for funders review and external service providers in conjunction with and as assigned by the VP Programs & Services.
- Provides educational coordination for external clinical and professional settings as necessary.
- Leads with sensitivity diversity and inclusiveness efforts of program delivery.
- Provides leadership where needed for special events, conferences, etc. sponsored by programs and services.
- Provide care consultations as needed.
- Represents the Alzheimer's Association as needed at programs and services events.
- Develops dementia related programs for individuals impacted by Alzheimer's and dementia.
- Develops and maintains external stakeholder relationships.
- Creates creative arts programs for people with dementia.
- Provides leadership for special projects and programs as assigned.
- Attends all required staff meetings.
- Assist with ASDSP when it is appropriate.
- Timely data entry into appropriate databases.
- Provide coordination and delivery of various Alzheimer's Association social activities, support group coordination and physician outreach programs, as assigned.
- Assist with PR activities to increase awareness throughout local African American Communities.
- Develop and roll out new programs to better meet the needs of this population.

MINIMUM REQUIREMENTS:

- Masters Degree in Social Work, Gerontology, Education, Nursing, Social Sciences or Health Care Administration preferred.

- Two to four years of experience in program planning and professional experience working with caregivers and persons with dementia preferred.
- Program management or development experience desired.
- Excellent interpersonal, verbal and written skills.
- Ability to work independently, as a team and be self-motivated.
- Experience working with consumers and persons with developmental disabilities.
- Experience working in health care and long term care a plus.
- Strong public speaking and communication skills.
- Background working collaboratively with external service providers and developing community partnerships.
- Empathy for individuals with dementia and their caregivers.
- Computer Skills are essential in Word, Microsoft Outlook, Excel, PowerPoint, Publisher and Adobe PDF format.
- Driver's license, car and proof of insurance are necessary

Accountability: Director of Programs and Services

Status: Full-time exempt

The Alzheimer's Association is an Equal Opportunity Employer and does not lawfully discriminate on the basis of religion, sex, age, national origin, race, color, marital status or disability. This commitment to equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, training, compensations and benefits. Employees are responsible for abiding by the Agency's commitment to equal opportunity in their personal conduct and also are responsible for addressing any conduct by Agency personnel which deviates from this commitment.

Resume and Cover Letter to:

Kelly Harris
Director of Administration
Alzheimer's Association
435 East Henrietta Road
Rochester NY 14620

Or

rochesterjobs@alz.org

Deadline: September 30, 2016