

Information & Assistance and Dementia Care Specialist (Full-Time)



Description of Duties

This combination position will provide the general public, primarily older adults and adults with disabilities, as well as their families, with information and assistance to a wide range of community resources. It will inform and educate consumers about their options and assist them in connecting to programs and services both publicly and privately funded. It will also provide services such as memory screening, person-centered support, advocacy and outreach activities. It will connect with community partners to incorporate dementia friendly initiatives and support the ADRC of Florence County with ongoing training and content expertise.

This position will provide the following essential functions (this list is not to be construed as all-inclusive):

- Provides a high level of customer service to consumers visiting or contacting the ADRC offices.
- Administers the Long Term Care Functional Screen to determine functional eligibility and assists individuals in completing Medicaid applications for publicly funded long term care programs.
- Provides dementia-specific consultation and technical assistance to individuals, families, and professionals.
- Provides outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia resources/services.
- Develops and implements strategies to create and sustain dementia friendly communities.

Deadline

Applications will be accepted until the position is filled.

Questions about the position can be directed to Tiffany White at 715.528.3460 or email twhite@florencecountywi.gov

Florence is an Equal Opportunity Employer

Visit www.florencecountywi.com for more information.

Interviews will be scheduled as soon as possible.

Requirements

- Bachelor of Arts or Science degree and at least one year of experience working with individuals with dementia. Note: The ADRC can choose to request an exception to the education/experience requirement for an excellent candidate, but such approval is solely the discretion of Wisconsin Department of Health Services (WI DHS).
- Must successfully complete initial and ongoing trainings as required by WI DHS and the ADRC of Florence County.
- Must have excellent written and verbal communication skills as well as strong interview and active listening skills.
- Must have strong computer skills and the ability to effectively utilize required software and database programs.
- Ability to travel locally and state-wide for training and conferences.

Employment Benefits

- This position is full-time, 35 hours per week
- Position Pay beginning range is \$19.00 - \$21.00 (based on qualifications)
- Paid Vacation, Personal Time, Sick Leave

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:
Florence County Clerk's Office
RE: Information & Assistance / Dementia Care Specialist
PO Box 410, Florence, WI 54121
OR apply by email to: dtrudell@florencecountywi.gov