



Position Description

Position: Dementia Service Specialist
(Part-Time)

Reports to: Dementia Friendly State
Coordinator

Supervises: None

FLSA: Non-Exempt

Updated: 6/17/2024

Position Summary: The Dementia Service Specialist (DSS) provides support to people living with dementia (PLWD) and their families/caregivers. This is provided through dementia-specific information, referral, and care consultations. The position also assists with Dementia Friendly Iowa.

Responsibilities and Duties:

- Schedule care consultations with families & people living with dementia.
- Create and update local dementia resource lists.
- Present Dementia Friends Sessions, Dementia Friendly Business trainings, and outreach events in the community.
- Assist ongoing Dementia Friendly Community initiatives.
- Build community partnerships to increase referrals.
- Provide dementia-specific training and consultation to area agency on aging staff.
- Help with planning programs to make them better for people with dementia to access.

Required Skills, Knowledge, and Abilities:

- Strong knowledge of dementia and its effects on individuals, caregivers, and communities.
- Skills in leading group learning and discussion programs.
- Excellent communication skills in writing and public speaking.
- Problem solving skills to develop effective solutions.
- Able to build effective relationships with external partners.
- Maintains positive working relationships with others.
- Able to communicate respectfully with people from diverse cultures, ages, and backgrounds.
- Knowledge of computers and software. Ability to perform accurate data entry.

Required Qualifications:

- Bachelor of Arts or Science degree in the health or human services related field; or two years of related education and two years of work experience
- One year of professional experience working directly with people with dementia or caregivers. Examples include direct care, caregiver support, residential care, or home care employment.

Required Travel

- Under normal public health conditions, some travel will be required, approximately bi-weekly, mostly within the NEI3A 18-county region. An employee in this position may be required to travel to national conferences, national meetings, and in-person team meetings.
- Ability to operate a personal or agency provided vehicle.
- Must hold a valid driver's license and proof of insurance.

Physical Demands:

- Work involves interacting with staff, reading computer screens, typing, and communicating verbally.
- Use of computers for data entry for extended periods may be required.
- Visiting consumer homes may require physical activities such as climbing stairs, standing, bending, and stooping.
- Ability to perform light work exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.

Work Environment

- This is a hybrid position with office space available in Iowa, if desired.

Core Values

- Dedication – Committed to fulfilling our mission with integrity and passion.
- Excellence – Pursing greatness in all we do
- Innovation – Embracing change to meet evolving needs.
- Collaboration- Building diverse partnerships for maximum impact.
- Person- Centered – Empowering individuals and respecting their perspectives.

NEI3A is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, skin color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or any other characteristic protected by applicable law. NEI3A believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

In compliance with the Americans with Disabilities Act, NEI3A provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the NEI3A.

Employee Signature

Date

Northeast Iowa Area Agency on Aging, Inc. is an Equal Opportunity Employer