



## Position Description

**Position:** Dementia Friendly State Coordinator

**Reports to:** Regional Director

**Supervises:** Dementia Service Specialist

**FLSA:** Non-Exempt

**Updated:**

**Position Summary:** The Dementia Friendly State Coordinator provides support to people living with dementia (PLWD), their families, and caregivers by maintaining up-to-date statewide resources and delivering dementia education. This role oversees Iowa's two dementia initiatives, Dementia Friends and Dementia Friendly Communities, to strengthen awareness, inclusivity, and community engagement across the state. The coordinator also provides dementia training and supervises the Dementia Service Specialist.

### Responsibilities and Duties:

- Oversee Dementia Friends sublicense in Iowa.
- Supervise the Dementia Service Specialist position
- Train and coordinate Dementia Friends champions as a master trainer.
- Manage grant deliverables.
- Collaborate regularly with the Dementia Friends Iowa sublicense holder (i4a).
- Maintain comprehensive resource package for Dementia Friendly Iowa community leaders.
- Provide technical assistance for new and ongoing Dementia Friendly community programs.
- Lead quarterly meetings for Dementia Champions and dementia friendly community leads to foster collaboration.
- Develop monthly email newsletters for Dementia Friendly Iowa stakeholders, Champions, and community leads.
- Oversee NEI3A dementia program budget.
- Identify and apply for funding opportunities as needed.
- Complete required ongoing training.
- Complete and submit all required reports on a timely basis.
- Create and update local dementia resource lists,
- Manage Dementia Friendly Iowa social media.

- Help with planning programs to make them better for people with dementia to access
- Build community partnerships to increase relationships

#### **Required Skills, Knowledge, and Abilities:**

- Strong knowledge of dementia and its effects on individuals, caregivers, and communities.
- Ability to problem solve and develop solutions-based outcomes.
- Ability to build effective relationships with external organizations.
- Excellent oral and written communication skills for training, presentations, reports, and email correspondence.
- Ability to relate respectfully to people from diverse cultures, races, ages, genders, and socio-economic status.
- Knowledge of personal computers, ability to operate computer software, and accurate data entry.

#### **Required Qualifications:**

- Bachelor's degree in human services or related field,
- Experience working with older adults or dementia services.

#### **Required Travel**

- Under normal public health conditions, travel will be required, approximately monthly. 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.
- 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 computers and enter data for extended periods.
- Should possess the ability to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

#### **Work Environment**

- This is an office based/hybrid/telecommuting 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.

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Employee Signature

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Date

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