

United Way of the Greater Lehigh Valley Job Posting

Posting Date: 1/5/2022

Position: Dementia Outreach Coordinator

Department: Impact

Supervisor: Carmen Bell, Director, Healthy Aging

Status: Hourly, Non-Exempt, Part-time (20 hrs. per week)

Grant Funded Position: Ends January 2026

Creating an Age-Friendly and Dementia Friendly Lehigh Valley

United Way will take action to build a dementia-friendly community that fosters the quality of life for people living with dementia and their caregivers. Actions include decreasing stigma, increasing opportunities for meaningful social interaction, increasing early diagnosis, and providing support in addressing the changing needs of people living with dementia. This work is supported via a grant from the Fleming Foundation.

Our goals and objectives are as follow

- Expand the LVHN Fleming Memory Center Savvy Caregiver program to reach and support – in a culturally responsive way - greater numbers of individuals with dementia and their care givers.
- Expand the Project Lifesaver program to protect and keep safe greater numbers of individuals with dementia who are at-risk of wandering.
- Provide self-care and mental health training for professionals, caregivers and older adults to address the grief that comes with being a caregiver and for those experiencing the tremendous life change that comes along with dementia.
- Equip healthcare providers and others with information about dementia to increase the number of individuals who receive early Alzheimer's and dementia diagnosis, treatment and resources.

Position Description

The **Dementia Outreach Coordinator** will support these efforts by implementing elements of the grant and reporting on grant progress:

1. Schedule and coordinate community conversations and social emotional and mental health training sessions
2. Identify and build relationships with community leaders to advocate for the program
3. Recruit Savvy Caregiver Program facilitators and coordinate their training
4. Coordinate/manage Savvy Caregiver Program workshops, caregiver support groups and facilitator coaching sessions
5. Liaison with first responders, healthcare providers and other service providers to inform them about Project Lifesaver and better equip them with information about dementia.
6. Provide content for and co-produce marketing materials about dementia
7. Manage/build relationships with grant partners
8. Work with Emory University team on to coordinate data collection and processes for the pilot program.
9. Ensure compliance with grant deliverables, collect data and prepare monthly activity and data reports, provide progress updates as needed.

Work Experience and/or Education

- 1-3 years of professional experience in non-profit and/or health and human services in an administrative, program management, community engagement or project management capacity. Relevant experience in other sectors or related education considered in lieu of work experience. Successful candidate will have a passion for and interest in supporting older adults with an understanding of gerontology.

Skills

- Solid and proven project management skills
- Bi-lingual in Spanish preferred
- Effective verbal and written communication skills including presentations to groups



- Ability to enter, manage and analyze data
- Understanding of and commitment to the mission, vision, and goals of United Way
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook, MS Teams),

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-3% of base pay. In addition, this position is eligible for our 401k retirement plan with employer contributions beginning at 1 year of service. Due to the part-time status of this position, it is not eligible for paid leave or our insurances.

Remote Work, Travel & Schedule

This position is eligible for the UWGLV telework policy which allows up to 30% of the work schedule to be done remotely. This employee must provide their own transportation to different sites for regularly occurring meetings and events in Lehigh, Northampton, and Carbon County. The schedule is flexible around the needs of the work and the employee. Meetings and events may occur during the evening or weekends.

HOW TO APPLY

Interested candidates may apply via: <https://easyapply.co/job/dementia-outreach-coordinator-part-time?rcid=uwglv>