



Job Description

Dementia Care Specialist

POSITION TITLE: Dementia Care Specialist
DIRECT REPORT: Activity Director
DEPARTMENT: Adult Day Services Program

JOB SUMMARY:

The Dementia Care Specialist provides input to the participant plan of care with a focus on supporting the interests, independence and well being of the participants. The position is responsible for implementation of the care plans within a caring, supportive and safe environment.

The Dementia Care Specialist reports to the Activity Director. This position will participate in regular staff meetings, monthly care plan meetings, and other meetings as needed.

Key Working Relationships:

- Staff
- Adult Day Center Families (both caregivers and individuals attending the Center)
- Volunteers

PRIMARY RESPONSIBILITIES:

1. Participant Experience

- a. Maintains a caring, compassionate, welcoming, safe, supportive environment for participants, their family members, staff, volunteers, and visitors
- b. Provides assistance with daily living activities, including personal care as needed.
- c. Creates, implements and facilitates recreational, social, physical, and cognitive activities
- d. Plate, serves and assists with meals and snacks



2. Day-to-Day Operations

- a. Performs all tasks related to the overall cleanliness of the center
- b. Identifies, assesses, and informs the Activity Director and Executive Director of internal and external issues and activities that are relevant for the participants
- c. Fosters effective team work between the staff
- d. Promotes an environment to ensure that the operations of the organization meet the expectations of its clients, Board, and Donors
- e. Assists in establishing a positive, healthy, and safe work environment that complies with all appropriate legislation and regulations
- f. Provides input for current and future needs of the Adult Day Services Program

3. Policies and Procedures

- a. Adheres to board policy decisions within the organization and procedures to ensure compliance
- b. Acts in compliance with all organizational policies, procedures, standards, and applicable regulatory requirements
- c. Recommends changes to existing policies as appropriate
- d. Maintains and promotes client and family confidentiality and privacy

4. Fund Development & Revenue Generation

- a. Actively supports the strategic direction for fund development and revenue generation

5. Other Duties and Special Projects as Assigned

EDUCATION / QUALIFICATIONS / EXPERIENCE:

Education:

Experience:

- Experience in direct care or activities field, preference in aging or health related arena
- Has a strong belief in the hope and a better quality of life for the organization's participants and their caregivers
- Ability to think creatively and independently
- Ability to work collaboratively, proactively and positively in an interdisciplinary team
- Knowledge of neurological disorders and aging



MemoryLane

CARE SERVICES

Job Description

Dementia Care Specialist

- Proficient in Microsoft applications, embraces technology and social media for enhancing organization performance

COMPETENCIES:

MemoryLane Care Services Competencies:

- Building Trust & Operating with Integrity
- Customer Focus
- Quality of Work
- Creativity & Innovation
- Patience
- Peer Relationships

Role Competencies:

- Decision Making
- Innovation Management
- Time Management

Employee:

Name (Printed): _____

Signature: _____ Date: _____

Supervisor:

Name (Printed): _____

Signature: _____ Date: _____

Executive Director:

Name (Printed): _____

Signature: _____ Date: _____