



*Supportive care and companionship
on the journey of aging and serious illness.*

Position Title: Caregiver Consultant

FLSA Designation: Hourly

Job Type: Part-time. Hours negotiable. Some evenings/weekends as required.

Reports to: Executive Director

Job Summary:

The Caregiver Consultant is responsible for organizing, implementing, monitoring, and evaluating Care Partners' Caregiver Support Program in coordination with the Executive Director. The Caregiver Consultant works with family caregivers and provides caregiver counseling, dementia support, support group, training, and education, and coordinating respite care.

Description of Primary Responsibilities:

1. Caregiver Support Program Management (20%) ~4 hrs.

- Promote the Caregiver Support Program and services of Care Partners, including public speaking and assistance with promotion and advertising.
- Collaborate with Care Coordinator and other staff to promote referral and communication with other providers and the Care Partners Medical Director.
- Partner with staff to develop guidelines, job descriptions, training and scheduling for all worker and volunteer positions under the Caregiver Support program.
- Complete monthly NAPIS reports and Quarterly Narrative Report per III-E Grant Requirements. Complete reports for other funding sources as needed.
- Conduct yearly and ongoing evaluations of the Caregiver Support Program.

2. Service Provision (60%) ~12 hrs.

- Complete Intakes for new caregivers and maintain participant records as required by funding sources, HIPAA, and the Executive Director.
- Develop Care Plans for caregivers to meet needs and determine appropriate services and referrals.
- Collaborate with the Care Coordinator regarding caregivers' the needs of care recipients.
- Provide Individual and Family Counseling which is assistance provided to caregivers in making decisions and solving problems related to their caregiver roles.
- Provide Caregiver Coaching/Consulting which is an individualized support service that equips caregivers with the knowledge, skills and tools to perform their caregiving role while achieving a balanced lifestyle.
- Provide tailored education and support for caregivers of those with dementia.
- Conduct Training and Education on caregiving topics for family members and other informal caregivers in the home and in the community.
- Assist with Care Partners' Memory Café.
- Coordinate and facilitate a monthly Caregiver Support Group and/or Dementia Support Group.

3. Care Partners' Program Support (20%) ~ 4 hrs.

- Attend board, staff and community meetings as appropriate and provide brief reports on activities.
- Attend and participate in organizational training.
- Work collaboratively with staff and volunteers on events, program development trainings.
- Respond to all clients, volunteers and staff with compassion, empathy, respect, and an attitude of partnership.
- Maintain participant records and assure completion of data entry in database for all service provision.
- Contribute to the newsletter and other mediums as needed providing program updates.
- Ensure that all activities are conducted in compliance with all applicable Federal and State laws, rules and regulations, HIPPA, including Civil Rights.

4. Perform other duties as assigned

Performance is satisfactory when:

- Client caregivers report that the program is responsive to their needs.
- Placement of volunteers and/or referral to respite workers is timely and efforts at meeting service needs are evident.
- Guidelines, policies, and procedures are adhered to.
- Problems are communicated to the Executive Director.
- Records are complete, accessible, organized.
- Reports are thorough and submitted in a timely fashion.
- Community awareness of the Caregiver Support Program is evident.
- Information and services are provided in a timely manner.
- All appropriate meetings are attended and reports given.
- Title IIIIE Grant Requirements and Goals are met.

Qualifications:

- Bachelor's degree in social work, social services, nursing, health education, and/or related experience
- Ability to work independently and interdependently
- Ability to communicate effectively both orally and in writing
- Articulated support for Care Partners' mission & vision
- Ability to complete training in Caregiver Consultation, Dementia Capability and other appropriate models of assessment and intervention
- Ability to conduct detailed assessments and develop care plans
- Possesses a current MN driver's license and a vehicle

Preferred:

- Experience working with people with Alzheimer's or other dementias
- Experience in delivering services to older residents
- Knowledge of community agencies, programs and resources available for older adults