Greater Wisconsin Agency on Aging Resources

Position Description

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Position Title: Older Americans Act Consultant – Caregiver Programs Specialist

Supervisor: Older Americans Act Programs and Special Projects Manager

Position Status: This is a full-time (37 hours per week) hourly position working standard business hours Monday through Friday, with some overnights required.

**Position Summary:**

Provide technical assistance, training and quality assurance to County Aging Units, around their National Family Caregiver (NFCSP) and Alzheimer’s Family Caregiver (AFCSP) Support programs, in order to strengthen, expand and enhance those services for older adults.

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**Essential Job Functions**:

1. Identify issues and needs common to NFCSP and AFCSP programs and develop strategies for meeting those concerns.

2. Assist county NFCSP and AFCSP programs through the collection and dissemination of best practices.

3. Work with state staff to establish and update NFCSP and AFCSP program guidelines and policies.

4. As needed, provide or coordinate trainings for AFCSP and NFCSP staff in order to improve the quality of services and meet program guidelines.

1. Assist county NFCSP and AFCSP programs with the promotion of their services.

6. Assist the agency on the use of Title III-E and AFCSP Carryover dollars.

7. Identify gaps in family caregiver services and identify ways to addresses those gaps.

8. As assigned, represent the agency on county, regional and state committees as well as at conferences, seminars and other meetings that deal with family caregiver issues.

9. As requested, provide guidance and clarification to ADRC/aging unit staff about program guidelines.

10. Act as a liaison between the Area Agency on Aging and county aging/ADRC staff as well as the entire aging network, in order to advocate and promote quality family caregiver services.

1. Review and approve county aging plans.
2. Manage the wisconsincaregiver.org website.
3. Other duties as assigned.

**Qualifications:**

Bachelor’s degree from accredited college or university. Three years of related experience working with caregiver programs for older adults. Proven experience working as a member of a team. Experience in successfully advocating for changes in policy, personnel or programs related to better meeting the needs of older people. Must be able to work effectively with limited management direction, have good writing and verbal communication skills. Must also be well organized and demonstrate initiative. Must be able to travel within our 70 county service region with occasional overnights required.