

USC Leonard Davis School of Gerontology

**Job Posting: Alzheimer's Association - Northern California and Northern Nevada
March 3, 2006**

Job Position: Latino Outreach Specialist

Department: Multicultural Program

Position Summary:

Under the direction of the Director of Diversity, the Latino Outreach Specialist is responsible for outreach in the Latino community in the East Bay and to help build capacity to serve Latinos Chapter-wide. Outreach initiatives will be concentrated within the East Bay between Contra Costa County and Alameda County. The initiatives will consist of partnerships with key stakeholders, professional and family education to the community, and innovative programs to serve families dealing with dementia. Success will be determined by measurable outcomes that are quantifiable and evaluated on a quarterly basis. Chapter-wide capacity building will consist of disseminating Spanish language materials, assist with Spanish language Helpline calls, and share knowledge with volunteers and staff conducting Latino outreach in other offices.

Summary of duties:

- Develop and implement outreach work plan in collaboration with staff and partnering agencies.
- Develop outreach materials that may include flyers, announcements, and newsletters.
- Provide information and awareness of Alzheimer's Association services by conducting outreach to churches, senior centers, community organizations, and individuals.
- Schedule and conduct education presentations primarily for Latino community in the East Bay; also be available for periodic presentations in San Francisco.
- Work with staff and volunteers in establishing a network of individuals and agencies serving the Latino community focusing on dementia care.
- Participate in relevant work groups and training sessions.
- Provide assistance with Helpline calls.
- Performs other duties as assigned.

Qualifications:

- Experience with outreach to the Latino community
- Bilingual in Spanish
- Strong communication, organizational, and interpersonal skills
- Ability to work independently
- Willingness to work weekends and evenings
- Ability to travel within the Bay Area
- Knowledge and/or interest in dementia care

Personal Characteristics Required:

This individual needs to be flexible, self-motivated and able to follow through with commitments. Must work well with others in the organization and feel comfortable representing the Alzheimer's Association to the greater community.

Contact:

Send resume and cover letter to:

E-mail: HR@alznorcal.org

Please use Microsoft Word attachments only or place the entire text of both within the body of the message. **Refer to job# 9141** in the subject line. We do not accept calls regarding the status of resumes. Qualified candidates will be notified.