



Connecting Older Adults with Community-based Resources and Options

IPHA AmeriCorps Member Position Description

AgeOptions is committed to improving the quality of life and maintaining the dignity of older adults and those who care about them through leadership and support, community partnerships, comprehensive services, accurate information, and powerful advocacy. AgeOptions is recognized nationally as a leader in developing and helping to deliver innovative community-based resources and options to older populations in transition. Through our network of community agencies, we serve approximately 160,000 people annually. To learn more about what we do, please visit our website at: www.ageoptions.org.

Position Focus:

AgeOptions, as the Area Agency on Aging of suburban Cook County, provides leadership, technical assistance, and funding to approximately nine Caregiver Resource Centers to serve family and informal caregivers of older adults and all persons with dementia. Additionally, AgeOptions provides funding to the Caregiver Resource Centers, in collaboration with funded nutrition providers, to execute memory cafes. We have 21 memory cafes across suburban Cook County which serve as relaxing, stigma-free spaces for those with concerns about their memory and their care partners to come together and engage in fun, meaningful activity.

AgeOptions seeks an **IPHA AmeriCorps Member** to support planning and programs for people with Alzheimer's Disease and Related Disorders (ADRD) and those who care for them. This position will be under the leadership of the Caregiver Programs Coordinator.

Host Site Information: AgeOptions 1048 Lake Street, Suite 300 Oak Park, IL 60302

Position Location: This position will work remotely until it is safe to resume operations on-site at AgeOptions.

Benefits:

- A Living Allowance of \$13,992
- An Educational Award of \$6,095 upon completion
- Health Insurance, if needed
- Child-care benefits, if applicable
- Professional Development & Career Experience

Primary Responsibilities:

The Dementia Care AmeriCorps Specialist will work with the AgeOptions Caregiver Programs team to provide guidance on Dementia issues and support their efforts in the following ways:

Memory Café Duties -

- Spearhead FY 2021 Memory Cafes and provide support in transition to virtual programming.
- Collect, manage, and analyze evaluations and reports from AgeOptions memory café sites. Provide technical assistance to Memory Café partners as needed.
- Support implementation of contracted vendors to provide programming for Memory Café partner sites. This includes, but is not limited to, vendor recruitment, securing contracts, fulfilling reimbursement requests, etc.
- Maintain database of relevant resources on the AgeOptions Memory Café WordPress Webpage.

ADRD Caregiver Support Duties -

- Work in partnership with the Caregiver Program Specialist to research and implement strategies around Person Centered support for people with ADRD.

- Assist partner agencies with virtual and in person programming to include Evidence Based Program interventions, and other training and education programming. The Caregiver Specialist will also be trained in the programs and will conduct classes as needed.
 - Participate in outreach projects to support implementation of Evidence Based Programs in the AgeOptions caregiver network.
- Support social isolation initiatives as they pertain to those with ADRD.
- Assist with work with communities to become “Dementia Friendly” Certified.
- Participate in quarterly meetings with the Caregiver Specialists. Support Caregiver Specialists with technical assistance needs pertaining to virtual programming transition.
- Maintain a portfolio of updated information regarding ADRD issues and research pertaining to COVID-19. Assess Caregiver Specialists’ need for resources and share information as appropriate.
- Work with other AgeOptions staff and the Caregiver Specialists in making sure that ADRD caregiver services and programs are culturally competent and meet the needs of diverse groups such as African Americans, Latinos, and the LGBT populations, etc.
- Other duties as assigned.

AmeriCorps Duties -

- Serve a total of 1,700 hours over an 11-month period.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

Connections:

Works with the following internal/external partners:

- Community Programs Team
- Planning Specialist
- Grants Management Staff
- Caregiver Specialist Agencies
- Ethnic/Minority Agency Funded Partners
- Faith-based Groups
- Illinois Department on Aging

IPHA AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check and Sex Offender Registry check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver’s License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

Host Site Preferred Qualifications:

Education and Experience

Bachelor’s degree with an emphasis in Social Work, Psychology, Gerontology, Counselling or a related field. Master’s degree (completed or in process of completion) preferred.

Knowledge and Ability

- Ability to work cooperatively with individuals and organizations, ability to manage programs, and ability to manage multiple priorities required.
- Ability to communicate effectively in English, both verbally and in writing, including presentation skills required.
- Ability to travel within suburban Cook County on a regular basis and ability to travel outside of Cook County on an occasional basis required.
- Experience coordinating and conducting training preferred.
- Knowledge of caregivers' needs, programs and benefits for seniors, assessment procedures, case management, and aging network services preferred.
- Familiar with Microsoft Office including Excel.
- Bilingual English-Spanish preferred.

Transportation Information:

Position location is accessible by public transportation (CTA Green Line and Metra UP-W trains as well as PACE and CTA bus routes)

Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.

Monthly/annual public transportation stipend available for Host Site service activities and will be provided by the Host Site.