



**Position: PSS Circle of Care Care Consultant for Alzheimer's Disease Caregivers**

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work – through its nine senior centers, two apartment buildings, caregiver services and affiliated programs, the agency touches the lives of over 1,000 people a day. As a Care Consultant for PSS Circle of Care Caregiver program you will be responsible for providing individual counseling, home assessments, educational training, respite services, supplemental assistance, information & referral and perform outreach initiatives to existing and prospective caregivers. The Consultant's role is vital in ensuring that caregivers and their families receive the information, support and resources they need to cope with the challenges of Alzheimer's disease.

This is a full-time non-exempt position that reports to the Senior Director of PSS Circle of Care Program.

Starting Salary \$35,000 - \$45,000 per year.

**Responsibilities:**

- Maintain client caseload of ongoing and short term clients
- Perform intakes, assessments and create plan of care for each client
- Conduct ongoing client assessments, determine service needs and timely follow up
- Perform home visits as needed
- Assist with program development
- Provide caregivers / care receivers with individual case coordination, counseling and support services
- Assist, educate and support clients to better understand Alzheimer's disease and behaviors commonly associated with the disease
- Provide information, direction and assistance with caregiving issues such as; coordinating service needs, coping with caregiver burden, purchasing needed supplies, and managing the care-receivers health care.
- Facilitate support groups and educational trainings
- Educate caregivers and/or care receivers in implementing advanced directives, such as guardianship, health care proxy and power of attorney
- Assist and educate caregivers / care receivers on long term care options ex: homecare; adult day, nursing home, etc
- Provide follow up and advocacy assistance
- Maintain case-records on database, including documentation of all caregiver services provided
- Identify and maintain up-to-date resources for client referrals

- Identify and collaborate with community partners to establish PSS Caregiving Stations in communities throughout the city
- Work with and possibly supervise interns and volunteers
- Help develop and maintain a resource file of caregiver support information
- Promote the agency and program by performing outreach, participating in community events, and representing the agency to the public. Develop and maintain liaisons with other organizations, as appropriate, to collaborate in outreach efforts or other partnership opportunities
- Effectively utilize social media and other digital and communication tools to reach a broad audience
- Help coordinate and host major events that appeal to the broader community and/or the professional network
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Submit required reports in a complete and timely fashion
- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.)
- Comply with PSS Personnel Policy, Protocols, Regulations and grant requirements
- Attend Monthly Supervision and Team Meetings
- Additional duties as assigned by Supervisors

**Qualifications and Experience:**

- Bachelor's degree in relevant field required such as Social Work, Counseling or Psychology
- Experience in a healthcare setting, geriatrics or mental health with expertise in Alzheimer's Disease and other Dementias preferred
- Excellent Interpersonal and Organizational Skills
- Excellent Office Management and Computer Skills with proficiency of Microsoft Office
- Excellent communication skills (written and oral)
- Bilingual fluency (English/Spanish) desirable

**Professionalism and other qualities:**

- Self motivated, organized and professional
- Apply good listening skills to assist clients in need
- Ability to work well independently and with interdisciplinary team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to problem solve and think strategically