

Job Title	Family Services Specialist
Employer/ Agency	Alzheimer's Association
Job Description	<p>Position Purpose: Provide information, support, and care consultation services, Manage & train support group facilitators</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Coordinate/deliver care consultation services for families in person, by telephone, or e-mail, and develop written plans to assist families with prioritizing and addressing the various issues associated with this disease. • Assist the chapter's volunteer manager to identify, screen and train facilitators. • Provide administrative support to ensure effective operations of Support groups • Assure the maintenance of confidential records for family services. • Track and report statistical data from the provision of services through AAA. • Maintain and ensuring integrity of program content. • Engaging and communicating regularly with volunteer/s for each regional group. • Collecting, submitting and analyzing attendance and satisfaction surveys. • Provide backup coverage for Helpline and Safe Return. • Conduct education and training programs as needed. • Coordinate coverage of Helpline and the Reception area • If LMSW –Supervise social work interns
Qualifications	<ul style="list-style-type: none"> • Master's degree in social work, counseling, or related field. (LMSW preferred) • At least two years' experience in elder services, hospice, or dementia care.
Salary/Hours	DOE
Employer/Agency	Alzheimer's Association

Address	6055 S Loop East at Long Drive
City, State, Zip	Houston, TX 77087
Email Address	amcdonald1@alz.org
Application Method	Send your resume and cover letter: <ul style="list-style-type: none">• by email: amcdonald1@alz.org• by mail: Send cover letter and resume to: Alzheimer's Association, Houston & Southeast Texas 6055 S Loop East at Long Drive Houston, TX 77087
Opening Date	1/27/17

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.