



THE DUBIN CENTER

Where no one faces dementia alone.

JOB DESCRIPTION COMMUNITY & CAREGIVER EDUCATOR

The Dubin Center's mission is to achieve caregiver health, strength, and resilience by providing education, information, hope and compassion. We offer a variety of programs aimed at providing health education, information & referrals.

Responsibilities:

- Provide assistance, guidance, and support in order to achieve the initiatives of the Dubin Center by being responsive to the needs of those being served, and the community.
- Effectively represent the Dubin Center in the community and with agencies and institutions working with dementia-related disorders.
- Support the research and submission process related to grant proposals that match the goals and objectives of the organization.
- Develop and implement educational programs for institutions, professionals, caregivers, and persons living with dementia.
- Increase and coordinate development and implementation of services to diverse communities and populations in the region.
- Participate in and assist with ensuring the success of Brushstrokes from the Soul and the Annual Symposium on Dementia Administer client tracking system from referral to closure.
- Provide accurate and timely documentation of interactions and interventions.

The **Community & Caregiver Educator** reports directly to the Executive Director and will periodically, and upon request, inform the Executive Director of the status of services and assistance being provided to those in need, of speaking engagements, and other activities engaged in on behalf of the Dubin Center.

As a Dubin Center Educator, you are delegated the administrative authority, responsibility, and accountability necessary for performing your assigned duties. Working hours are generally 8:00 a.m. – 4:30 p.m.; Monday – Friday, however time worked is

flexible with occasional work on evenings or weekends for special projects as needed. The Dubin Center business hours are Monday – Friday 8 – 4:30 and primarily responds to situations only during those hours. In certain situations, programs and support group meetings are held after hours.

QUALIFICATIONS:

- Master's degree in Public Health, Public Administration or allied degree preferred.
- Experience working with persons living with dementia related disorders.
- Ability to work with a wide range of people including persons with dementia, family caregivers, health institutions and the community at large.
- Certification or eligibility for certification, to teach required assisted living and nursing home Alzheimer's trainings in the State of Florida is preferred.
- Excellent communication skills, both written and verbal and the ability to teach, train and/or speak in front of groups.
- Excellent customer service skills when working with internal and external clients.
- Ability to work occasional early evening and weekend hours as needed.
- Technology skills are required to be able to utilize Power Point format for teaching curricula and develop web-based education programs.
- Bi-Lingual Spanish or Haitian Creole fluency preferred.
- Valid driver's license, access to reliable vehicle, and proof of current automobile insurance or access to reliable transportation.

Benefits: Fully paid Health, Dental & Vision insurance, Paid time off, Retirement

Questions? Please contact: info@DubinCenter.com