

**Position Title:** Multicultural Programs Coordinator I Spanish Language Services  
**Division:** Memory Support Services, Education & Outreach  
**Reports to:** Education & Outreach Manager  
**Status:** Non-Exempt, Full-time  
**Pay Range:** \$25.00 to \$28.00 (DOE)

## **General Summary:**

The **Multicultural Programs Coordinator (Spanish Language Services)** serves as primary contact for Alzheimer's Orange County with special expertise and emphasis in serving older adults and their families in the Latinx Community. This role also collaborates with agencies serving Spanish-speaking Individuals with developmental disabilities (IDD) regarding dementia and provides education and training to their staff and the families they serve (e.g.: Downs Syndrome Assoc., Regional Center, etc.).

This individual will provide information, referrals, and conduct community education, memory screenings (training provided), support/care consultations by phone, in-person and in the community to individuals concerned about or affected by cognitive impairment, Alzheimer's disease and related dementias. Community involvement is through educational presentations and events, support groups and community outreach and developing/maintaining partnerships with other community-based organizations (CBO's). The Coordinator interacts primarily with the Spanish-speaking Community but is expected to provide services and support to English speaking individuals as needed.

This is a forward-facing position, working in the community and requires creativity, sensitivity and the ability to self-manage, set new goals and continually evolve the services to meet the changing needs of our clients.

## **Essential Job Functions:**

- Provides support, information and referrals, and family directed care plans for individuals and families affected by Alzheimer's disease.
  - Includes all aspects of responding to Helpline calls, e-mails, letters and in-person requests for assistance, including family conferences as directed
  - Includes following all agency policy and procedures including confidentiality requirement
- Coordinates and/or participates in the following:
  - AlzOC Caregiver Support Groups
  - Education Programs
  - Health Fairs and other Community events
  - Plans and Implements annual Care Giver Conference
- Works collaboratively with the Memory Support services team to address the complex needs of Spanish speaking families
- Maintains appropriate client documentation including statistical program and grant data, and outcomes measures

- Remains informed about the disease and topics related to the care of the dementia population by attending training sessions and continuing education sessions, as well as web research necessary to perform the job
- Participates in research and development, maintenance, and translation of educational and resource materials used by the organization (Helpline)
- Tracks and maintains program activity, satisfaction and outcomes measures as required
- Attends community, agency, and team meetings as required and directed
- Supervises and trains staff, interns assigned

### **Minimum Requirements:**

- College degree (B.A./BS.), MSW preferred, but not required
- Bilingual and fluent in **English/Spanish** languages; verbal and written skills
- Experience in outreach with the Latinx community, working with intergenerational families.
- Good presentation skills, ability to listen and be open to the needs of those we serve.
- Familiarity with Alzheimer's disease, other dementia and caregiving issues preferred.
- Ability to maintain confidentiality and provide empathic, professional support
- Good interpersonal skills with an enthusiastic and cooperative attitude
- Ability to represent Alzheimer's Orange County in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel within the County as needed to perform job duties
- Ability to work evenings and weekends

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

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**To apply:** all applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to [alzoc.hr@gmail.com](mailto:alzoc.hr@gmail.com).