

Community Dementia Navigator (Contract Position)

Hybrid | McMinn County

Salary: \$27.00 - \$36.00 per hour.

Pay can be negotiated to include benefits and paid time off at the time of contract.

Contact: Please send resumes to Erika Kirtz, MPH

Erika.Kirtz@tn.gov

Job Overview

Dementia Navigators connect caregivers and individuals living with dementia to community resources and clinical support, helping them remain safely at home as long as possible. Responsibilities include promoting dementia-friendly practices, providing memory screenings, educating about Alzheimer's disease and related dementias (ADRD), encouraging early detection, improving access to services, and strengthening community-clinical partnerships. Based in McMinn County, this role serves McMinn and Meigs Counties (with the possibility of two additional counties), with some travel across Tennessee. Reports to the Deputy Director, Office of Healthy Aging, Tennessee Department of Health.

Key Responsibilities

Communicating with Persons Outside the Organization:

- Builds relationships with community partners to connect individuals with ADRD and caregivers to resources.
- Delivers educational materials, presentations, memory screenings, and resources to reduce dementia risk, support caregivers, and promote dementia-friendly environments.
- Collaborates with health care providers to promote early ADRD detection, diagnosis, resource awareness, and individualized care plans.
- Distributes evidence-based educational materials and interventions to the community, individuals with ADRD, and caregivers.

Processing Information:

- Identifies and reports funding opportunities to support local ADRD and caregiver activities.
- Maintains secure client information, tracks client outcomes and barriers to care, and streamlines referrals.
- Monitors program success, tracks individuals served, client satisfaction, and educational outreach.
- Develops and tracks partnerships focused on dementia risk reduction and support for individuals with ADRD and caregivers.
- Assesses and tracks community barriers to care for individuals with ADRD and caregivers.

Updating and Using Relevant Knowledge:

- Stays current on evidence-based practices in dementia risk, ADRD, and caregiving.
- Uses data to inform program delivery and outreach.
- Participates in ongoing training to stay informed on research and resources.

Communicating with Supervisors, Peers, or Subordinates:

- Communicates regularly with team members and supervisors at all levels to ensure program consistency.
- Facilitates collaboration with co-workers and external partners to ensure effective support for individuals with ADRD and caregivers.
- Communicates effectively with supervisors through multiple channels.

Maintain and Protect Personal and Financial Information:

- Ensures HIPAA compliance by securely storing and protecting client data.
- Manages and tracks financial records according to state and county requirements.

Minimum Qualifications/Experience

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in public health, nursing, social work, or other comparable discipline and experience equivalent to two years of full-time increasingly responsible professional public health, nursing, social work or another related field OR licensed practical nurses with five years or more work experience working in a healthcare, home health, or community health setting.

OR

Substitution of Education for Experience: Additional graduate coursework in public health, community organizing, social work, nursing, or other related fields may be substituted for the required non-specialized experience on a year-for-year basis.

OR

Substitution of Experience for Education: Qualifying full-time experience in public health, nursing, social work, or other related fields may be substituted for the required education on a year-for-year basis, to a maximum of four years. Individuals with personal experience caring for those with dementia or working in a setting where they came in close contact with persons with dementia or caregivers are encouraged to apply.

Competencies (KSAs)

Competencies:

- Problem Solving
- Organizing
- Process Management
- Independence
- Perseverance
- Presentation Skills
- Written Communications
- Approachability

- Customer Focus

Knowledge:

- Communications and Media
- Customer and Personal Service
- Education and Training
- Mathematics

Skills:

- Active Learning and Listening
- Critical Thinking
- Learning Strategies
- Monitoring
- Reading Comprehension
- Public Speaking
- Strong Writing Skills
- Instructing
- Systems Evaluation
- Proficiency with Microsoft Word, PowerPoint, Excel, and Outlook

Abilities:

- Fluency of ideas
- Oral Comprehension
- Oral Expression
- Written Comprehension
- Written Expression

Tools and Equipment Used

- Computer
- Telephone
- Fax Machine
- Copy Machine
- Printer
- Scanner
- Other Office Equipment as needed.