

PROGRAM AND POLICY ANALYST

Alzheimer's Disease Initiative: Specialized Supportive Services

60% Goal A: Increase statewide awareness and understanding of early-onset dementia among the disability community through the design and delivery of an effective outreach and training initiative.

A1. Become familiar with what other states are doing to promote awareness and provide training about dementia within intellectual/developmental disabilities populations, and incorporate successful elements into the design of Wisconsin's program.

A2. Support and lead advisory committee and develop processes to advise the advisory committee on project-related activities.

A.3 Coordinate with other agencies, including Board on Alzheimers Dementia resources, Aging and Disability Resource Centers, county aging units, non-profits and health care entities that serve people with dementia, regarding program development and implementation. Meet and confer regularly with partner organizations.

A4. Develop and implement outreach, training and preventative support program plans for people with I/DD, families/guardians, coach/support staff, Special Olympic athletes and related providers.

A5. Develop resources and information/referral for the I/DD network to be culturally inclusive and developmentally appropriate in services and activities related to dementia. Specific strategies will be designed to serve Hispanic, African-American, Asian, American Indian/Tribal and Lesbian/Gay/Bi-Sexual/Transgender populations/communities.

A6. Present updates and results of this project and joint presentations with WAI at national and state conferences and local events serving both aging and developmental disability communities.

20% Goal B: Collaborate with Wisconsin Alzheimer's Institute on formal training curriculum.

B1. Develop multiple curricula specific to diverse audiences, including families, caregivers, the medical community and long-term care professionals.

B2. Engage in community outreach and consultation with other organizations working with people with I/DD and dementia

10% Goal C: Coordinate with grant partners on comprehensive evaluation plan to measure success.

C1. Engage in regular review and progress analysis with all partners. Revise and correct workplan to align with project findings.

C2. Collect all required data on program usage and outcomes, including pre/post assessment of knowledge and understanding of the issue and resources; prepare interim

and final grant reports for the project; and submit to funders in time to meet federal reporting requirements.

10% Goal D: Effectively manage the initiative's budget, including development of any sub-contracts, processing invoices, etc.

D1. Develop a detailed budget for the use of grant funds, including any contractual services. Re-evaluate the project budget and work plan after the first quarter and periodically thereafter, and propose amendments to BADR for approval as needed to facilitate successful project implementation.

D2. Regularly review progress with all partners. With BADR approval, amend work plans, contracts, provider agreements and budgets when needed as program implementation proceeds.

KNOWLEDGE AND SKILLS

1. Knowledge of the disability community: organizations, priorities and core values.
2. Demonstrated experience developing and conducting outreach efforts.
3. Demonstrated experience in developing and conducting in-person and distance trainings.
4. Demonstrated experience in events planning.
5. Demonstrated experience collaborating with multiple stakeholders.
6. Excellent written and oral communication skills.
7. Ability to prioritize and handle multiple tasks independently.
8. Excellent organizational skills.
9. Ability to work well with a variety of organizations while representing the perspective of BPDD.
10. Ability to work effectively on a team.
11. Demonstrated experience developing and administering evaluation tools.
12. Knowledge of computer technologies (database, spreadsheet, word processing and presentation software) used for issue development, management, reporting and evaluation.