



**Job Title:** Panda Project Coordinator/ EJC Liaison

**Job Location:** Office Location - EJC

**Reports to** – EJC Supervisor

**Job Status:** Full-time - Exempt

The PANDA *Project Coordinator* is responsible for coordinating aspects of direct services for the ADSS State ADPI/PANDA grant project. This role involves working closely with partners, stakeholders, and participants enrolled to ensure the successful implementation and delivery of PANDA services.

The Panda Project Coordinator position's focus is to provide support for people with Dementia including Alzheimer's Disease. This position will provide services to both caregivers and PLWD. The Panda Project Coordinator adheres to ethical behavior and HIPAA; establishes and maintains a positive working relationships; communicate effectively; and foster teamwork.

### **Job Duties and Responsibilities:**

#### **Project Management:**

- Maintain the work plan, detailing activities, outlining key tasks, timelines, and milestones.
- Monitor project progress and address any issues or challenges that may arise.

#### **Participant Support:**

- Serve as the primary point of contact for PANDA participants, caregivers, and families, providing information, support, and guidance as needed.
- Coordinate participant assessments, care plans, and service delivery to include direct services (e.g., robotic pets, DME, minor home modifications, supplies), interventions, and training in collaboration with healthcare professionals and discharge planners.
- Carry a client caseload and oversee the delivery of program services through collaborative working relationships with clients, caregivers, and doctors of PLWD.
- Perform routine visits to clients' home to develop Person-Centered Care Plans utilizing specific assessment tools.
- Provide case management to include but limited to monitoring, updating and modifying the Person-Centered Care Plan
- Provide evidence-based interventions, tools and education to support clients and their Person-Centered Care Plans.
- Serve as the EJC Liaison and assist clients who visit the Elder Justice Center.

#### **Data Management:**

- Collect, track, and maintain accurate data related to participant enrollment, services provided, outcomes, and program effectiveness.
- Oversee and document the service delivery of the program.
- Prepare regular reports and updates for grant reporting purposes and program evaluation.
- Use TCARE and MyADSS/PeerPlace to:
  - Collect data such as demographics, health status, cognitive and social functionality, ADLs, use of supports, behavioral health status, stress, social determinants, needs, and hospital/ER visits, rehab tracking, incident reports such as falls, doctor appointments, and medication.
  - Assist and track data on caregivers. TCARE will identify clients based on risk scales for interventions which will be outlined in Person Centered Care Plans.



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### **Stakeholder Engagement:**

- Collaborate with stakeholders, healthcare providers, community organizations, and other service providers to promote M4A, PANDA and EJC services and foster partnerships.
- Conduct outreach activities to raise awareness of M4A, PANDA and EJC to increase referrals and recruit participants.
- Recruit and teach lay leaders as needed and where relevant.
- Arrange for services through contractors and serve as a liaison with other medical, social service, and first responder agencies.

### **Training and Education:**

- Organize and facilitate training sessions for PANDA staff, partners, and stakeholders on dementia care, e and brain health, program guidelines, and protocols in target counties.
- Develop educational materials and resources for partners, stakeholders, healthcare professionals, community organizations, participants, and caregivers.
- Learn intervention programs/models and implement
- Attend quarterly and other meetings and program specific trainings.
- Other duties as assigned by the Executive Director, Assistant Director and the Elder Justice Supervisor

### **Communication and Collaboration:**

- Attend quarterly meetings and other program specific trainings.
- Ensure reports are submitted to ADSS as identified on the reporting matrix.
- Communicate effectively with internal and external stakeholders through meetings, emails, presentations, and reports.
- Foster a collaborative and supportive team environment to promote innovation and continuous improvement.

### **Knowledge, Skills and Abilities**

- Ability to effectively interpret policies and procedures established by ACL Alzheimer's Grant and partners.
- Comprehend the goals, objectives, and regulation of the various aging programs.
- Ability to analyze program guidelines and make decisions.
- Knowledge of English grammar, spelling and punctuation.



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- Ability and experience in expressing ideas effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with event, sponsors, state agencies, contractors, clients and their families.
- Good record keeping skills.
- Ability to operate a computer, with knowledge of Windows, Excel and Word.
- Ability to develop and manage multiple projects.

**Education and Experience:**

1. Bachelor's Degree in social work, psychology or related field is required. Master's is preferred.
2. Licensure preferred but not required.
3. Medical Social Work, Working with People Living with Dementia (PLWD) experience required.
4. Home visit experience required.
5. Preferred but not required, Alliance of Information and Referral Specialist (AIRS) certification within one year of hire.
6. Required to work nonstandard hours occasionally to complete job duties.

**Essential Functions / Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to “drive” to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are “at-will” employees. I have read and understand the responsibilities and requirements of this position.

**How to Apply:**

Interested candidates should submit the following application materials:

- A current résumé
- A cover letter
- A list of three professional references
- Salary requirements

Please email all materials to **Lisa Adams** at **LAdams@m4a.org**