



Aging Specialist Job Description

Overview

Our Aging Specialist will focus on the needs of adults with Down syndrome over the age of 35 as their needs are complex, diverse, and ever-changing. Some of those needs might include future planning, healthy aging, caregiver support, and independent skills. The person in this role must be comfortable balancing the demands of providing education and support to families and care providers of older adults with Down syndrome as well as have program development and management skills. The person in this role will also devote consistent time to resource research and community networking.

1. Character and Personal Growth Attributes for All

- Have respect for others, commitment to quality, integrity, self-motivation, and a positive attitude.
- Relationally, must show an ability to work well with others, resolve conflicts, and be trustworthy.
- Be an aggressive learner who consistently tries to grow in knowledge and competencies.
- Contribute to and model the DSAGC's mission, vision, and core values.

2. DSAGC Staff Responsibilities

- The Aging Specialist will report directly to the Executive Director.
- Attend all Full Staff Team meetings as well as Programming Team meetings. These are held every other week. Participate in other all-staff gatherings as well.
- Meet with other adult programming staff, including the Young Adult (18-34) Coordinator and Adult Program Specialist, every other week for synergy purposes.
- Submit a monthly Staff Report, expense summary, and your hours bi-weekly via Paycor.
- Work on major DSAGC events, including the Summer Picnic, Golf Tournament, Buddy Walk, and Holiday Party.
- Perform other responsibilities as assigned by the Executive Director.

3. Support Services

- Consistently initiate contact and meet with DSAGC families/caregivers to support and educate them about working through the changing needs of their family member or client with DS over the age of 35.
- In turn, respond to family/caregiver inquiries in a timely fashion.
- Within our database, develop a tracking system for those families and individuals over the age of 35 connected to the DSAGC.
- Collaborate with the DSAGC Outreach Specialists to develop and execute a strategy to identify more people in the community with Down syndrome over the age of 35 who aren't currently connected to the DSAGC.

4. Resource Research and Community Connections

- This portion of the job is critical so that we can be seen as a trusted source of information and referrals for families and caregivers who have a loved one with Down syndrome over the age of 35.
- Coordinate and serve on the DSAGC Aging Advisory Board, which meets quarterly. This group provides advice and connections as we build out our aging initiative.
- Work with the Communications Coordinator to create and/or update all printed and digital aging resources as needed.
- Build connections and look for ways to collaborate with various national partners and local community organizations that serve aging adults with developmental disabilities.
- Partner with the Executive Director as we go through the due diligence process to assess if starting a Down Syndrome Dementia Day Program is the right strategic decision for the DSAGC to serve our aging families better. Part of this will involve hosting some Focus Groups and conducting 1:1 family/caregiver interviews to help assess the community's need for this potential program.

5. Program Management Responsibilities

- Be the primary driver of the planning and implementation of all our programming specifically geared towards our adults with DS over the age of 35 as well as their families/caregivers.
- Collaborate with the Young Adult (18-34) Coordinator on any programs that are appropriate for adults of all ages.

6. Other DSAGC Staff Responsibilities

- Be available to pitch in with our major special events as needed.
- Work cooperatively with the Grant Coordinator on any grant applications or reports that either produce or have the potential to produce funding for Adult (35+) programs.
- Contribute stories, ideas, photos, links to articles, videos, etc., related to Adult (35+) programs that might be useful for e-newsletters, DS Press, email blasts, Facebook, and our website.

7. Reviews

- All new employees receive an initial performance appraisal upon the completion of their first 90 days of employment.
- In order to provide our staff with more consistent feedback and create an ongoing dialogue about priorities, performance challenges, and ways they can feel supported and empowered, we have moved away from traditional performance reviews. Instead, every staff member has to fill out a monthly report that they submit to their supervisor. Part of this report involves outlining their top three to five work priorities on a rolling basis for the upcoming 90 days. They will also outline their progress on their current monthly priorities.
- Going hand in hand with the monthly report, every staff member and supervisor will have regular (at least monthly) check-in meetings. A significant part of these meetings will include being informed of and progressing towards their priorities for the previous and upcoming 90 days.

8. Qualifications

- Familiarity with working with an aging population but also having a heart for caring for and supporting those with developmental disabilities is preferred.
- High degree of emotional intelligence to provide empathetic support when needed.
- Experience in program development is helpful.
- Proven track record in initiation, networking, problem-solving, empowering others, and multitasking.
- Strong interpersonal and organizational skills.
- Demonstrated ability to lead both individuals and teams, as well as be an effective team player.
- Experience working with African-American and/or Latino communities in Cincinnati is desirable. Fluency in Spanish would be helpful but is not required.
- Computer competency in Microsoft Office Suite products and experience with databases.
- Must have a valid driver's license, reliable automobile, and appropriate insurance coverage.
- Four-year degree is required.
- Flexibility to work 30-35 hours per week, including occasional evenings and weekends.