

LINKS Mat Su Parent Resource Center

Job Title: ADRC Specialist

Full Time

Status: Non-Exempt

Reports to: Executive Director

Location: Wasilla

Summary of Position: Provide Aging and Disability Resource Center (ADRC) Services to persons who experience disabilities as well as seniors in Mat-Su Borough

Responsibilities & Duties:

- Screen and assess callers to determine the need for assistance and referral
- Provide information and referral to people who have disabilities, seniors, family members, and other agencies
- Provide assistance with hospital discharges when needed
- Provide information individually as requested or in group settings
- Provide one-on-one options counseling and assistance to ensure successful linkage to services
- Coordinate services with individuals consent
- Provide advocacy with individuals to access services
- Follow up to see if services were put in place or if more assistance is needed
- Document and record services, including length of time to access services
- Develop written resource manuals/pamphlets for coverage area and coordinate the distribution of materials
- Facilitate, coordinate and provide training events
- Promote and publicize ADRC activities and events including information and training events
- Attend community events as representative of the ADRC program
- Assist with development of forms, and tracking documents
- Assist consumers in transition/diversion from institutional care to home environment
- Provide public, private, community and other stakeholder presentations regarding the presence of ADRC services available
- Complete reports, consumer/caller notes, and other documentation including required ADRC program reports in a timely and thorough manner
- Attend state quarterly ADRC Advisory meetings and provide a verbal presentation to the advisory council.
- Duties will require traveling throughout the borough
- Carry out other assignments as required

Skills & Experience Required:

- Ability to work independently and with a team
- Ability to work under pressure and meet tight deadlines
- Alaska driver's license, vehicle, and insurance
- Expertise with computers, including data base management
- Bachelors Degree or equivalent experience in health and human services, with experience providing services to seniors and people with disabilities.

3161 Palmer Wasilla Highway #2, Wasilla, Alaska 99654

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- Thorough understanding of human services delivery system, including human services systems commonly used by people with disabilities and seniors, and other social service resources as well as state and federal benefits programs

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations

Physical demands: Ability to lift up to 50lbs – accommodations as needed.

Work environment: Casual office environment. We encourage open and honest communication between team members. The work environment is positive and friendly.