

**Western & Central
Washington State Chapter**
12721 30th Ave. N.E.
Suite 101
Seattle, WA 98125

800 848 7097 toll free
206 363 5500 phone
206 363 5700 facsimile

www.alzwa.org



Job Announcement

Position Title: Education Trainer, Non-Exempt. Multiple regional positions from part-time to full-time employment.

Location: Positions based throughout Western and Central Washington.

Job Open: December 7, 2009

General Summary: The Alzheimer's Association is expanding its education training program in 2010. We are currently seeking up to five part-time to full time professional trainers to deliver Alzheimer's and dementia care training to health and long-term care workers.

The right candidates will be knowledgeable in Alzheimer's or dementia caregiving and be able to teach a diversity of students utilizing adult learning methods and technologies. The trainers will be responsible for a specific area of the state and will deliver from two to five trainings or more per week. Responsibilities include setting up classrooms, organizing and managing large amounts of written materials, completing reports and collecting and maintaining electronic and written data in a timely manner. Trainers are expected to distribute and collect feedback surveys from students and also share their observations about the curricula and workshops with their supervisor in a timely manner. The right candidate will be highly organized, able to work independently in the field, punctual and energetic. You must be comfortable with students from different cultures who may not be fully fluent in English. All curricula, materials, equipment and technical support are provided out of the Main office in Seattle. We are looking for bi-lingual trainers for some of the positions especially English/Spanish and English/Russian.

Candidates will be asked to give a presentation during the job interview to demonstrate their presentation and training skills, as well as knowledge about Alzheimer's disease. Also, the successful candidates will be expected to participate in three day training in early December held at the Chapter office in Seattle.

Essential Job Functions:

- Be an effective presenter and trainer for diverse learners, which may include long-term care workers, hospital staff, professionals and family caregivers.
- Maintain expertise on the subject of Alzheimer's disease, dementia and caregiving techniques and issues. General understanding in other relevant areas: geriatrics, health care, research and mental health.
- Understand adult learning methods and utilize these methods and technologies.
- Utilize evidence based approaches and theories
- Be careful to follow the curricula and lessons plans provided by the Association.
- Maintain accurate records and data as part of program funding requirements and evaluation.
- Work as a member of a "virtual team" with colleagues at the Chapter.
- Promote chapter services and activities throughout chapter territory-23 counties as assigned.
- Utilize well the existing technologies to facilitate work, communication and team work.
- Perform administrative duties to support and promote education program.
- Other duties as assigned.

Minimum Requirements:

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- College degree or five years equivalent work experience in nursing, activities, social work, public administration, health care, or related fields.
- Minimum 3 years working at a professional level Alzheimer's...or geriatric fields.
- Prior experience in conducting trainings for adult learners preferred.
- Excellent writing and communication skills.
- Able to travel 90 percent of the time. Work hours will include day and evening hours and overnight stays. Occasional Saturdays.
- Proficient in Microsoft office suite: Word, Excel and PowerPoint.
- Able to use and set-up audio visual equipment including lap top computers.
- Must have DSL or high-speed broadband connection.
- Able to physically move or lift-up to 30 lbs.
- Able to stand long hours at a time.
- Organizational skills a must.
- Washington state driver's license, proof of insurance and reliable transportation.

Please send resume and cover letter via e-mail or post by October 18, 2009. **No calls please.** If applying by e-mail, please attach your resume and cover letter as Microsoft Word documents, or include both within the text of your e-mail message to openingswa@alz.org. We are an Affirmative Action, Equal Opportunity Employer, and we appreciate your interest in the Alzheimer's Association.