

AgeGuide Northeastern Illinois is currently accepting applications for:

Caregiver & Dementia Specialist

Full-Time | Non-Exempt | Hybrid (Lombard, IL)

Reports to: Manager of Access Services & Community Planning

This is a non-clinical, program-focused position. No ADLs, no medication administration, no patient lifting or transfers. The role centers on **program leadership, caregiver support, dementia initiatives, community engagement, and regional coordination** across AgeGuide's eight-county service area.

Position Summary

The Caregiver & Dementia Specialist provides leadership for AgeGuide's caregiver and dementia-related programs, ensuring that Older Americans Act and Illinois General Revenue resources are used effectively to support high-quality services for those most in need. The Specialist delivers **Title III-E Caregiver Information & Assistance**, represents AgeGuide at community meetings, and serves as an educator and advocate for older adults, adults with disabilities, and their care partners. The role also collaborates with funded providers and community partners throughout the region.

Essential Duties & Responsibilities

Area Plan Services

- Complete required program reporting.
- Collect, evaluate, and enter program data into designated databases.
- Conduct program monitoring to ensure quality and compliance.
- Facilitate quarterly grantee meetings.
- Provide training, technical assistance, and education to grantees.
- Lead program development, coordination, and advocacy activities.
- Complete the annual Area Plan and implement assigned initiatives.
- Develop and update service standards.
- Develop and evaluate RFPs and renewals for assigned services.
- Attend trainings and meetings related to program areas.
- Collaborate with Communications to develop program awareness materials.
- Work across teams to advance AgeGuide's mission and vision.

Caregiver Support Initiative

- Fulfill all Area Plan Services responsibilities related to caregiver programming.

AgeGuide Direct Service

- Provide **Title III-E Information & Assistance** in accordance with IDoA and AgeGuide standards.

Family Caregiver Support Program

- Provide regional leadership for the **TCARE®** assessment and referral model.
- Serve on the **Kinship Navigator Task Force** as a Strategic Planning Committee member.
- Participate in the **Illinois Family Caregiver Coalition**.

Alzheimer's Disease & Related Dementias (ADRD)

- Coordinate ADRD-funded programs within the Area Plan.
- Approve ADRD Supportive Gap funding waiver requests.

Dementia Friendly Initiative

- Support the development of **Dementia Friendly Communities** across the region.
- Deliver Dementia Friendly trainings (in-person and virtual).
- Collaborate with Outreach & Events to build training modules for the AgeGuide Learning Center.
- Conduct Dementia Friendly activities and complete required reporting.

County Liaison Responsibilities

- Attend community-based meetings in assigned counties.
- Increase awareness of Older Americans Act programs and expand access to services.
- Support culturally competent program design and initiatives for diverse communities.
- Identify service gaps with community stakeholders.
- Track activities and prepare detailed reports.
- Conduct AgeStrong and other county-based events.
- Provide presentations to community groups, providers, and businesses.

Qualifications & Skills

- Master's degree in social services, gerontology, or related field preferred; **Bachelor's degree + 3 years relevant experience** accepted.
- Excellent oral and written communication skills.
- Strong interpersonal skills and ability to collaborate with community organizations, partners, and stakeholders.
- Experience in public speaking and training.
- Ability to manage multiple priorities effectively.
- Proficiency in Microsoft Office (OneDrive, Outlook, Word, Excel, PowerPoint, Forms, Teams).
- Proficiency with virtual meeting platforms (GoTo Meeting, Zoom).
- Ability to travel throughout the eight-county region, Cook County, Chicago, and occasionally statewide or nationally.

Please apply to jcolucy@ageguide.org at AgeGuide Northern Illinois.

Additional Information

This job description outlines only the primary duties of the position. Employment is at-will. AgeGuide is an AgeFriendly workplace, an equal opportunity employer, a drug-free workplace, and complies with ADA regulations.