

**JOB ANNOUNCEMENT**

Project Manager – Dementia Support and Caregiving Services, Social Services Department

**Location:** Little Tokyo Service Center Office

**Salary:** DOE

**Hours:** Full Time, Regular, Non-exempt position with benefits

**Background:**

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

**Summary of Duties:**

The Project Manager for Dementia Support and Caregiving Services oversees the advancement of programs that enhance the quality of life of clients, particularly older adults living with and others at risk of developing Alzheimer's Disease and related dementias (ADRD), as well as people involved in their care. This includes training and policies that increase the dementia-capability of LTSC and partners in the Asian American community. They coordinate services and support to help clients and community members plan and access services so they can maintain their independence and live at home. They must be able to work with seniors and families in an empathetic and caring manner. They must work well independently, and also lead problem-solving efforts and coordinate work as part of a team. They must be able to work with a diverse staff and array of programs, as well as be flexible and take initiative when appropriate.

**Responsibilities Include:**

Oversee the advancement of programs related to ADRD and caregiving.

- ensure that LTSC and its partners develop and evaluate programs per the goals and timeline of workplans developed in partnership with funders
- organize systems to record and collect data in a timely manner, and track progress toward goals
- facilitate meetings with key staff and partners involved in service delivery and evaluation
- liaise with subcontractors, including monitoring performance, reporting, invoicing and payments
- establish relationships with service providers and agencies for referrals and coordination, and maintain a directory of resources
- coordinate professional development to increase knowledge and skills related to ADRD and increase the overall dementia-capability of the agency and its partners

- research resources and programs that fit the needs of Asian American community and/or could be adapted for use with Japanese and Korean-speakers in particular
- lead a multilingual team to adapt ADRD resources and evidence-based caregiver trainings into Japanese and Korean
- compile reports and review project data to ensure that services are appropriate, timely, and satisfactory
- represent LTSC and its constituents in external meetings and collaborations to stay abreast of issues and trends in the fields of ADRD and caregiving
- advocate for policy change and help individuals with ADRD and caregivers

Coordinate ADRD community education activities and caregiver trainings.

- oversee development of culturally and linguistically-appropriate resources, training curricula and outreach materials
- create and implement a plan to build awareness of ADRD services and resources through various media, as well as was identifying and contacting community organizations and gatekeepers
- provide logistical and technical support for outreach events, educational presentations and training programs in the community
- work with community partners to train facilitators for informal caregiver support groups
- Supervise direct services provided by staff to individuals with ADRD and caregivers
- train staff in program protocols and evaluation requirements
- incorporate evaluation feedback in a regular learning process that promotes continuous improvement of service delivery

Provide individualized direct services to support individuals with ADRD and caregivers.

- assess clients' existing support systems, and current and future needs
- develop care plans and deliver culturally appropriate services accordingly
- educate individuals and caregivers about ADRD and community resources through one-on-one and group interactions
- refer clients to appropriate resources for financial issues, legal matters, respite, counseling, etc. and assist them with accessing benefits and programs as needed
- document services in progress notes and keep appropriate back-up documentation and files current

Contribute to the day-to-day operations of the Social Services Department.

- screen and respond to walk-in, phone, mail and email inquiries, and provide appropriate referrals
- provide technical assistance to agencies and individuals seeking information regarding low-income and culturally diverse populations
- perform administrative duties, including inputting service data, submitting check requests and other paperwork in a timely manner and filing, and help maintain office equipment, supplies, etc.
- research resources, information and data for relevant presentations, reports and grant proposals
- contribute to the ongoing learning of staff by sharing information and identifying training topics
- assist with coordinating and/or facilitating staff meetings

Other duties as an employee of the Social Services Department and of the agency.

\*Execution of some of the above duties may require driving or use of public transportation to provide services at satellite office or in the field.

**Qualifications, Experience, and Skills:**

- Bachelor's degree in Social Work or related field, plus two years of project management experience;
- Effective communication skills in English, with demonstrated working knowledge of community services in the area, particularly for elderly and Asian immigrant populations and/or related to ADRD;
- Supervisorial experience.

**Additional Qualifications:**

- Experience providing educational seminars and presentations.

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

**How to Apply:** Please send a cover letter and resume to [SocialServices@LTSC.org](mailto:SocialServices@LTSC.org). Please include your pronouns in your application.