

Alzheimer's & Dementia Resource Center  
Position Description  
Brain Bank Program Coordinator  
Brain Bank Department

**Position:**

Brain Bank Program Coordinator

**Reports To:**

Director of Programs & Services

Broad Function: Support the mission of the Alzheimer's & Dementia Resource Center (ADRC) through responsible leadership while maintaining the integrity of the agency's mission. The Brain Bank Program Coordinator will work proactively with all other departments and the Director of Programs & Services to meet the needs of caregivers registering their loved ones in the donor program, including providing families with bereavement / grief counseling, and counseling related to end of life issues.

Qualifications: Minimum BA or BS degree in Social Work, Gerontology, Sociology, Health Administration, Psychology, or related field. Must have the ability to think independently yet coordinate activities interdependently, using the State of Florida Brain Bank sub-contract as the primary procedural document as well as ADRC's Logic Model and ARC procedures.

Responsibilities include but are not limited to the following:

- Attend departmental and agency staff meetings
- Assist with planning and participate in all ADRC events, special programs, fairs, workshops, conferences, etc.
- Represent the Alzheimer's & Dementia Resource Center (ADRC) at local, state and community-related committees, meetings, networking events, etc.
- Maintain all Brain Bank program client information in the client management database system.
- Develop and maintain professional relationships with skilled nursing facilities, assisted living facilities, funeral homes, neurologists and other related organizations and professionals in order to educate them about the program and help advance enrollment opportunities.
- Provide consultations and follow up calls to caregivers and family members of those enrolled or those interested in enrolling in the Brain Bank program on a regular basis as established by departmental protocol.
- Counsel families on Alzheimer's disease, patient care throughout the illness, death and dying issues, etc.
- Provide statistical information to Director of Programs & Services as well as quarterly program statistics to the Mt. Sinai Memory Disorder Clinic Coordinator, following the criteria outlined in the sub-contract.
- Conduct caregiver educational presentations as outlined in sub-contract with Mt. Sinai Hospital.

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- Work with the other agency staff to communicate activities related to Brain Bank and/or other research projects, assist in developing grant requests, and participate in general agency activities such as educational conferences, workshops, caregiver retreats, etc.
- Assist with Family Services client calls as needed.
- Other duties as deemed necessary and appropriate to the agency and/or the Brain Bank program.

Conditions of Employment:

- Subject to a background/security investigation—Level II FBI.

Contact: Alzheimer 's & Dementia Resource Center- Alexandra Garnier-Mercier 407-436-7755  
direct line —Email : [alexandra@adrccares.org](mailto:alexandra@adrccares.org)

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Employee signature

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Date