

Dementia Coordinator

Role Description

Purpose of the Role:

People affected by dementia often feel isolated and are unsure where to get the support, guidance and understanding they need to live with their condition. A Dementia Coordinator will provide information, support and guidance directly to those who are referred to the service. The Dementia Coordinator will provide ongoing support and work with their own Primary Care Network of GPs.

Dementia Coordinators need to be flexible and proactive, working in conjunction with a multi-disciplinary team of professionals across the health and social care system to assess needs and identify and agree person centred outcomes to improve quality of life.

Supporting people living with dementia is a national priority and the team of Dementia Coordinators are key to the local model of care in Kent.

Reporting to: Deputy Dementia Support Manager / Senior Dementia Coordinator

Location: North Kent or West Kent locations. Home / Community based

Hours: 37.5 hours per week

5 Days across core days of Monday- Saturday, 9:00am-5:00pm (flexible), with occasional evening events

Part-time applicants will be considered on a job share basis.

Salary: £22,308 – £24,000 (dependant on experience)

The Role Responsibilities

You will be driven and passionate about working within a remote team of Dementia Coordinators, whose aim it is to offer emotional and practical support to people living with dementia throughout their experience of dementia, from before diagnosis to end of life. Dementia Coordinators will also provide specialist and compassionate guidance to carers, and families.

1. Establish, develop and maintain excellent partnership working relationships with GPs and other key stakeholders across your own PCN (Primary Care Network) and your wider service delivery area.
2. Support people affected by dementia by completing holistic assessments and creating person-centred support plans. This will involve visiting people in their own homes, hospitals and other community settings.
3. Ensure ongoing support is given to people affected by dementia and their carers. Empowering them to prepare for future planning and remaining as independent for as long as possible.
4. Identify each individual's health, wellbeing and social support needs using a strengths-based approach.

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SUPPORT SERVICES

5. Attend MDTs (Multidisciplinary Team Meeting) to contribute to discussion, support networks and provide updates on the people being supported.
6. To contribute and work towards reducing crisis, carer breakdown and hospital admissions.
7. Work to ADSS processes, policies and procedures to maintain a consistent approach and agreed service across all areas.
8. Uphold the highest standards of data protection, record keeping, impact monitoring and safeguarding to protect the people we support.
9. To ensure regular evaluations are completed to monitor and review the impact of the service.
10. Act as an ambassador for Alzheimer's & Dementia Support Services ensuring a strong commitment to our values and ways of working.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.

THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT

Person Specification	Essential	Desirable
EXPERIENCE		
Experience of working with / caring for people with dementia.		✓
Experience of assessing complex needs and creating agreed person-centred support plans, monitoring, and evaluating plans.		✓
Some experience in working with multiple agencies to improve outcomes for people with complex needs.		✓
SKILLS & ABILITIES		
Able to be methodical in your work, paying particular attention to detail.	✓	
Able to produce clear, accurate and effective written documents and record keeping.	✓	
Effective communicator with a wide variety of stakeholders.	✓	
Able to work remotely, meet deadlines and manage your time.	✓	
A good working knowledge of Microsoft Office suite.	✓	
A good level of numeracy.		✓
Experience of using a client record management system.		✓
KNOWLEDGE		
An understanding of dementia, the needs of people with dementia and their carers.		✓
Knowledge of relevant legislation including Health & Safety, Mental Capacity Act, Safeguarding / Adult protection, Data protection and confidentiality.		✓
Understanding of the health and social care systems and pathways.		✓
PERSONAL QUALITIES		
Constructive, reliable and conscientious.	✓	
Flexible and enthusiastic team worker.	✓	
Committed to on-going personal professional development.	✓	
Able to manage the impact of working with and alongside potentially distressing information.	✓	

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S U P P O R T S E R V I C E S

A non-judgemental response to the behaviours exhibited by people with dementia.	✓	
Committed to promoting equality, diversity and inclusion.	✓	
QUALIFICATIONS		
NVQ Level 3 or equivalent experience.		✓
Evidence of continuing professional development.		✓
Full UK Driving License.	✓	