

Dementia Wellbeing Coordinator

Role Description

Purpose of the Role:

Peer support and meeting others in a social setting are a vital way for people affected by dementia to live the life they want, meet new friends, cope with the symptoms of the condition and plan for the future.

The Group Coordinator will plan all aspects of the charity's support groups, including Dementia cafes, peer support groups and activities, and promote them to ensure maximum attendance. You will expertly facilitate the group to ensure all participants benefit from the group and that a fun, friendly and informative atmosphere is created. Whilst always promoting our values and ensuring people affected by dementia are at the heart of all we do. You will enjoy working as part of a wider team that works together to champion the rights of people affected by dementia to participate in family and community life.

Reporting to: Dementia Support Manager

Line manages: Group Volunteers

Location: North Kent locations

Hours: 37.5 hours per week based around core hours Monday- Saturday, 9:00am-5:00pm, with occasional evening events

The Role Responsibilities

You will be driven by being part of an exceptional team that works tirelessly to improve the lives of people affected by dementia. You will be passionate about providing emotional and practical support to people living with dementia, their carers, and families. Creating a safe and inclusive environment for everyone, encouraging the people we support to contribute and engage.

1. Facilitate dementia cafes, support groups and activity sessions across Dartford, Gravesend and Swanley with the assistance of a volunteer team, creating a friendly and supportive environment that encourages the people we support to create their own outside networks in addition to our facilitated groups.
2. Empower people living with Dementia to take control of their group and support them to participate in discussions and activities.
3. Provide relevant information, advice, and guidance to the person living with dementia and their carer/family.
4. Deliver peer support, assess suitability, conduct regular reviews, and implement the exit strategy, referring on to other appropriate support services when required.
5. Coordinate and deliver the charity's learning groups, including a 'carer' learning group and post diagnostic sessions.

Dementia Wellbeing Coordinator

6. Keep in regular contact with the people attending the groups using all methods of communication, Telephone, email, text.
7. To conduct home visits (when necessary) to assess the suitability of person wanting to attend, promote group support and the discuss the benefits it offers.
8. To work in partnership with key stakeholders and ensure effective delivery of all sessions inviting guest speakers of interest.
9. To book venues, conduct risk assessments and complete all administration tasks.
10. Update Salesforce CRM system to record all communication and groups events on a daily basis.
11. To have a person-centred approach, providing one to one support to group members when required and recognise when an onward referral to a Dementia Coordinator or external agency is required.
12. Maintain health and safety of the group ensuring that ADSS policies and procedures are adhered too, agreeing the ground rules and with the group members.
13. Use internal and external social media platforms to promote the groups and associated activities.
14. Proactively engage with training, regular supervision and team meetings as necessary for the delivery of this post's responsibilities.
15. Promote and protect confidentiality and dignity in all areas of the organisation.
16. Evaluate and collect feedback on all the services we provide.
17. Work with the Volunteer Coordinator to induct and engage the volunteers to assist with the groups and to provide the group volunteers with informal support and supervision.

This role 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

Dementia Wellbeing Coordinator

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE		
Experience of facilitating groups		✓
Experience of working in a busy environment keeping to deadlines		✓
Experience in accurate record keeping and maintaining a database		✓
Experience of building internal and external relationships and networks	✓	
Experience of delivering presentations and workshops		✓
Experience of supporting people living with dementia and their carers/ family	✓	
SKILLS & ABILITIES		
Ability to motivate and communicate effectively with a wide range of people	✓	
Able to communicate effectively the charity's vision, mission and values	✓	
excellent organisational skills and the ability to forward plan	✓	
Active listening skills	✓	
Ability to produce clear, accurate and effective written documents		✓
Proven knowledge of Microsoft Office suite and other IT solutions	✓	
Ability to manage time effectively	✓	
Non-Judgmental approach	✓	
Confident to speak and engage with groups of people	✓	
KNOWLEDGE		
An understanding of dementia, the needs of people living with dementia and their carers	✓	
A thorough understanding of group dynamics and group process	✓	
Awareness of relevant legislation including Health and Safety and Data Protection		✓
The ability to maintain professional boundaries	✓	
Awareness of other legislation including Safeguarding and Mental Capacity		✓
PERSONAL QUALITIES		
Reliable, conscientious and empathetic	✓	
Flexible and enthusiastic team worker	✓	
Resilient and able to work under pressure	✓	
Committed to on-going personal professional development	✓	
A non-judgemental response to the behaviours exhibited by people with dementia	✓	
Committed to promoting equality, diversity and inclusion	✓	
QUALIFICATIONS		
Full driving license and access to a vehicle	✓	
Evidence of continuing professional development		✓

Dementia Wellbeing Coordinator

SUMMARY OF TERMS

Tenure:	Permanent
Hours:	37.5 hours per week, part time and flexible hours would be considered
Working pattern:	To be agreed. It will be based around core hours of 9:00am -5:00pm Monday to Saturday, with occasional evening events.
Location:	Remote Based at: Safeharbour, Coldharbour Road, Northfleet DA11 8AE. Remote working and covering all venues across North Kent.
Starting salary:	£11.44 per hour
Holiday allowance:	24 days per year plus Bank Holidays
Overtime:	This role is expected to manage the delivery of its responsibilities within the above hours; any overtime should be discussed in advance with the dementia support manager and will be compensated with time off in lieu.

The closing date for this role will be Midnight on the 6th March 2022.

Interviews will be held week commencing 14th March 2022.

Full terms, including compliance with all relevant policies and procedures, are as outlined in the written terms of employment and the Alzheimer's & Dementia Support Services employee handbook.