

## Senior 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. Supervising a small team of Dementia Coordinators the Senior Dementia Coordinator will provide information, support and guidance either directly or through their small team.

The Senior Dementia Coordinator will have their own case load and work with their own Primary Care Network of GPs. 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.

The Senior Dementia Coordinator will be flexible and an excellent role model and create a team that is well supported and proactive. They will also monitor the quality and impact of the service delivered in their area to ensure the service is meeting its aims and agreed key performance indicators.

**Reporting to:** Deputy Dementia Support Manager

**Line manages:** Dementia Coordinators

**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:** £26,000 - £27,000 (dependant on experience)

### The Role Responsibilities

You will be driven by supervising 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 throughout their experience of dementia, from before diagnosis to end of life. The Senior Dementia Coordinator will;

1. Support, develop and supervise a remote team of Dementia Coordinators promoting excellent communication and team working across your service delivery area and within the wider ADSS team.
2. Manage own case load within PCN and monitor caseloads held by Dementia Coordinators.
3. Establish, develop and maintain excellent partnership working relationships with GPs and other key stakeholders across an allocated PCN (Primary Care Network) and wider service delivery area.
4. Support people affected by dementia by completing holistic assessments and creating person-centred support plans. This will involve visiting people in their own homes, hospital settings and other community settings.
5. Identify each individual's health, wellbeing and social support needs using a strengths-based approach.
6. Attend MDT's (Multidisciplinary Team Meeting) to contribute to discussion, support networks and provide updates on the people you are supporting.

## Senior Dementia Coordinator

7. Work with fellow Senior Dementia Coordinators to maintain a consistent approach and agreed service levels across all areas.
8. Oversee all referral channels and workloads within the service delivery to ensure agreed targets and service agreements are met.
9. Monitor and evaluate Dementia Coordinators data input, record keeping, support plans and outcomes in line with GDPR.
10. Report and monitor service usage for PCN in service delivery area.
11. To conduct supervisions, appraisals and hold regular team meetings across allocated service delivery area.
12. To ensure regular evaluations are completed to monitor and review the impact and quality of the team.
13. To supervise and support Dementia Coordinators with remote working including health and safety, lone working.
14. 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**

## Senior Dementia Coordinator

### PERSON SPECIFICATION

<u>Person Specification</u>	Essential	Desirable
<b>EXPERIENCE</b>		
Supervising or leading a team.		✓
Assessing complex needs and creating agreed person-centred support plans within a health or social care setting.	✓	
Working with multiple agencies to improve outcomes for people with complex needs.		✓
Working and managing workload remotely.		✓
Monitoring, evaluating and reporting on progress against agreed plans.		✓
<b>SKILLS &amp; ABILITIES</b>		
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 online and face to face communication skills with a wide variety of stakeholders.	✓	
Good organisation and time management skills to meet deadlines.	✓	
A good working knowledge of Microsoft Office.	✓	
Experience of using a client record management system.		✓
<b>KNOWLEDGE</b>		
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.		✓
<b>PERSONAL QUALITIES</b>		
Constructive, reliable and conscientious.	✓	
Flexible, approachable, and enthusiastic team leader.	✓	
Committed to on-going personal professional development.	✓	
Ability to develop personal and team resilience when dealing with complex and emotive issues.	✓	
A non-judgemental response to the behaviours exhibited by people with dementia.	✓	
Commitment to promoting equality, diversity and inclusion.	✓	
<b>QUALIFICATIONS</b>		
A minimum of NVQ Level 3 or equivalent.		✓
Evidence of continuing professional development.		✓
Full UK Driving License.	✓	