



Dementia Coordinator

Do you want to make a difference to the lives of people affected by dementia?

Alzheimer's & Dementia Support Services are expanding their team and recruiting Dementia Coordinators for a brand-new exciting project across North and West Kent.

Who are we?

We are a local charity with a big heart and have been providing exceptional care and support to people affected by dementia for over 30 years. We are the local specialist dementia service and empower people living with dementia to carry on their chosen lifestyle. With a variety of support services, we equip people with the knowledge and practical support to live well with dementia.

Our values

Our values matter and we are looking for someone who believes;

- *In being **person centred** and focused on people's **abilities**.*
- *In being **caring** and **compassionate** in all we do.*
- *In **working together** to deliver excellence in the information, support and services we provide.*
- *In acting with **integrity** and **honesty** at all times.*
- *That everyone's **rights** and **dignity** should be **promoted**.*
- *In being **inclusive** and **embracing** everyone in our community.*

About the role

Our Dementia Coordinators are critical to us achieving our mission to give people affected by dementia the knowledge, support and care they need to take back control of their lives, take part in family and community life, and manage their symptoms.

Working with a group of local GP surgeries our Dementia Coordinators are there to support people from before they get a diagnosis to the end of their life. They support people affected by dementia and help them to navigate the health and social care system and manage the complexities of living with a progressive condition.

This role is hybrid working, including working from home, HQ and visiting people in their own homes to complete holistic assessments. You will also work regularly with



GP surgeries and memory clinics as well as various other external services. This is not a domestic carers role.

About you

We want to welcome compassionate, knowledgeable, and dedicated Dementia Coordinators to work in the North and West Kent area. This is an amazing opportunity for someone who wants to truly make a difference to the lives of people affected by dementia. You may or may not have experience in this field, but you will have excellent communication skills, empathy and a positive approach to problem solving. You will be as passionate as we are about getting to know the people we support as an individual and empowering them to live the life they want.

We want to hear from you if you can:

- Listen attentively, question intelligently and create an outcome focused support plan*
- Offer information and guidance in a non-judgemental manner.*
- Develop a deep understanding for the impact of dementia and focus on what people can do.*
- Work well with internal and external colleagues to reach the best outcomes for people.*
- Use all Microsoft operating systems and demonstrate a willingness to learn our local CRM system.*
- Organise yourself well and maximise the time you have.*

Role Responsibilities

- 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.*
- 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.*

Why work for us

The people we support are special and deserve the best, so we need truly special people in our team. We do our best to look after our team and have put together a range of benefits that will give you support and development opportunities. If you work for us you will receive;

- 24 days holiday (pro rota plus bank holidays).*
- Access to company sick pay.*
- £26 monthly working from home allowance.*
- Support from our Wellbeing team and access to our Employee Assistance Line.*
- Pension*
- Health plan scheme.*



- *Provision of all necessary equipment to work from home.*

We embrace equality of opportunity for all and welcome applications that help us have a diverse team that represents the communities we serve. We want to ensure inclusion for all and will make adaptations to our interview processes if needed, just let us know. We are also a family friendly employer and gladly support our team to meet the needs of their families.

This role will require an enhanced DBS check and due to the possible health vulnerabilities of the people we support we require our team to be fully vaccinated against Covid-19.

Job Types: Full-time, Permanent

Salary: £22,308 - £24,000 per year (depending on experience)

Benefits:

- *Company pension*
- *Private medical insurance*
- *Sick pay*
- *Work from home*

Schedule:

- *8 hour shift*

Experience:

- *providing care: 1 year (preferred)*

Licence/Certification:

- *Driving Licence (required)*

Work Location: Varied

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.	✓	
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.	✓	