

## Job Description

<b>Post Title:</b>	Dementia Advisor
<b>Reports to:</b>	Lead Dementia Advisor
<b>Working Hours:</b>	10 hours per week
<b>Salary:</b>	£24.03 - £26.43 per hour, depending on experience (£43,730 - £48,103 full time equivalent)
<b>Location:</b>	Dementia Jersey office, St Helier

### Overview

Dementia Jersey offers advice, support and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed and supported.

### Purpose of post

To provide a highly responsive and individualised advice, information and signposting service to people with dementia, their carers and family members.

To support the Lead Dementia Advisor in the delivery of support programmes for carers.

### Line Management Responsibility

There is no line management responsibility within this role.

### Main Duties and Responsibilities

- To provide confidential dementia advice and support to people with dementia, carers and family members, helping them to navigate and access the services that support their desired outcomes. Connecting them to local groups and services that will promote their physical, mental and emotional well-being and enable them to lead their own lives.
- Ensure that information and signposting is delivered in an appropriate manner and in a way that is preferred and understood by clients, carers and family members.
- Work with the Lead Dementia Advisor to plan a varied and interesting programme for the carers' support sessions, to include a mix of face-to-face and online options. For the face-to-face sessions create a schedule to include topical talks to support the carers.

- Develop and maintain effective working relationships with other local professionals working within health and care and across the voluntary, statutory and private sectors in order to build awareness of opportunities for involvement and collaboration. Develop and maintain a good local knowledge of relevant services and groups and key contacts.
- Ensure that all the welfare of all clients is safeguarded at all times and bring to the attention of the nominated person any concerns or issues as soon as possible. Participate in investigating safeguarding concerns as appropriate and in accordance with local requirements.
- Support colleagues at Dementia Jersey events as needed, including information stalls to raise awareness of dementia and promote the service.
- Take responsibility for ongoing CPD and that you are registered under Jersey or UK regulation as appropriate.
- In addition to the duties and responsibilities listed above, from time to time you may be required to undertake other tasks, duties or projects which may arise including supporting other colleagues at Dementia Jersey events (fundraising and/or awareness).
- Work within the requirements of the Dementia Jersey Employee Handbook.

### **Person specification**

#### *Qualifications*

- A professional qualification in a health or social care profession or the ability to undertake training as needed.

#### *Essential Skills & Experience*

- An excellent understanding of the needs of people with dementia
- Empathetic and approachable
- Excellent communication and listening skills with fluency in English
- Excellent organisational and time management skills
- Proficient in the use of Office 365, particularly Teams
- Detailed knowledge of confidential protocols and patient record keeping
- Knowledge of data protection requirements and principles
- Awareness of safeguarding best practice
- Ability to take responsibility for their own caseload and to work on own initiative
- Able to work flexibly to meet the needs of the charity
- A car owner with a clean driving licence is essential.

### *Desirable Skills & Experience*

- A minimum of 2 years' experience working with clients with dementia
- Detailed knowledge of the Jersey Long Term Care scheme
- Knowledge of Jersey Lasting Powers of Attorney and how to apply
- Knowledge of the provision of care and care homes would be an advantage
- First Aid trained (or the ability to undertake this training).

### **Additional Information**

Five years residency is required for this role.

The post-holder will work on a flexible basis, but as part of the Dementia Advisor team will need to liaise with colleagues to ensure that there is always at least one Dementia Advisor office based when the office is open to the public (10.00-16.00 each business day), the remaining hours will be worked on a flexible basis.

While the role is predominately office based, there may be times when the post-holder is required to support the team by attending events at another location, with some evening and weekend work.

Due to the nature of this role, there may be times where equipment needs to be transported, lifted and/or carried, therefore a certain level of fitness is needed.

A satisfactory DBS check will be required as part of the recruitment process.

*Last reviewed: November 2024*