

Job Description

Post Title:	Dementia Advisor
Reports to:	Clinical Lead and Counsellor
Working Hours:	20 hours per week – Two Year Fixed Term Contract
Salary:	£24.03 - £26.43 per hour, depending on experience (£43,730 - £48,103 full time equivalent)
Location:	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 for people with dementia and their families.

To support the Senior 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 dementia advice and support for 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, enabling them to thrive. Ensuring all client notes are written and filed electronically.
- Ensure that information and signposting is delivered in an appropriate manner and in a way that is preferred and understood by people with dementia and their families.
- Work with the Senior 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.

- Undertake holistic needs assessments with both people with dementia and their family carers, both initial assessments and six month follow ups. Discussing the resulting support plan with each person.
- 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 the welfare of clients is safeguarded at all times; bringing to the attention of Dementia Jersey's Designated Safeguarding Lead any concerns or issues as soon as possible.
- 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, training and activities.
- Work within the requirements of the Dementia Jersey Employee Handbook.

Person specification

Qualifications

- A professional qualification in a health or social care profession, ~~or~~ and 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
- Knowledge of safeguarding best practice
- Able to work flexibly to meet the needs of the charity
- Use of a car and a clean driving licence is essential.

Desirable Skills & Experience

- A minimum of 2 years' experience working with people with dementia
- 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
- First Aid trained, or the ability to undertake this training.

Additional Information

Five years residency is required for this role.

Some flexibility in working hours may be required, from time to time, 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), .

While the role is predominately office based, there may be times when the post-holder is required to attend events or meetings at another locations (including occasional home visits), some occasional evening and/or weekend work may be required.

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: July 2025