

Dementia Adviser

We are committed to the provision of a range of flexible services which give people with Dementia and their carers real choice, while maintaining as much independence and control over their lives as possible. We believe that:

- The interests of individual users should be safeguarded at all times.
- Entitlement to service should exist regardless of gender, sexual orientation, cultural, religious or ethnic background.
- The social, cultural, ethnic and religious background of all users should be respected.

JOB PURPOSE

To provide continuous support and advice for those diagnosed with dementia and their carers'. Signpost service users to access the care and support identified as required to help them live with/care for someone with, a dementia.

Location:	West/North Wiltshire (Melksham, Corsham, Box, and AWP Memory Service North).
Job Title:	Dementia Adviser
Salary:	SCP 24 - £26,203 per-annum (Pro Rata)
Hours of Work:	35 hrs per week (25hrs West/North + 10hrs AWP)
Accountable to:	Beyond Dementia Head of Dementia Advisers on behalf of Beyond Dementia's Executive Committee
Supervised by	Dementia Adviser Manager

Confidentiality	The post holder will be expected to abide by Beyond Dementia's Confidentiality Policy at all times.
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Equal Opportunities:

The Dementia Adviser will be expected to implement Beyond Dementia's Equal Opportunities policy in all aspects of their work

SUMMARY OF MAIN DUTIES

Main duties:

- To provide support and advice to people with dementia and their carers as appropriate
- To work with early-stage people with dementia and their carers to help them to understand their diagnosis
- To be a single point of contact to support those diagnosed with dementia and their carers navigate the range of services available within Wiltshire, delivering accurate, high-quality information and advice
- Working alongside people living with dementia and their carers, using a range of contact methods, including an initial home visit, to complete Care Plans, and to conduct regular reviews.
- To work with other local organisations, statutory, voluntary and independent, to ensure cross referrals are made and to maximise the availability of local resources for people with dementia and their carers
- To signpost and refer to appropriate services provided by Beyond Dementia and other service providers.
- To be self-servicing in respect of administrative work
- Support colleagues with reviews when required.
- To maintain written records, statistical data, provide written reports and attend relevant meetings as required, by Beyond Dementia, and Wiltshire Council/ICB (who commission this service)
- To comply with the Data Protection regulations and to ensure that information on clients and carers remain confidential

Other Duties:

- To contribute to newsletters and literature
- To undertake appropriate training
- To participate in staff meetings and peer supervision
- To attend own line management supervision 6 weekly
- To undertake any other tasks, duties or projects which may arise from time to time and which are commensurate with the general level of this post and as directed by the Services Manager

Representation of Beyond Dementia:

- Raise public awareness by engaging with local communities
- To represent Beyond Dementia to all other agencies as and when required, including attendance at multidisciplinary team meetings with wider healthcare professionals.
- To maintain and develop existing contacts/relationships within the community
- To attend and contribute to community activity groups and training courses as required

In all aspects of work, to comply with Beyond Dementia policies and guidelines, including equal opportunities implementation and health and safety precautions.

Any authorised travel will be reimbursed at the current agreed rate.

This job description is not prescriptive; it outlines the general duties and responsibilities of the post and is a reflection of the current business situation. The nature of tasks may vary from time to time without altering the level of responsibility. Changes will be made in consultation with the post holder – there will be open discussion, and the altered business situation explained.
