

Job Description

Post Title:	Interim Lead Dementia Advisor
Reports to:	Interim CEO
Working Hours:	20.00 hours per week
Salary:	A competitive salary within the charitable sector
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 to people with dementia their carers and family members.
- To support the development of strategic policies as well as operational/report frameworks with regard to dementia advice and/or promoting excellent dementia care.

Line Management Responsibility

1 x part time Dementia Advisor (Carer's Champion).
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Main Duties and Responsibilities

- Provide confidential 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.
- Line-manage the Dementia Advisors giving advice and support as and when required, to ensure all advice given to clients contacting Dementia Jersey is of the same high standard.
- Oversee and evolve the process to triage incoming requests for appointments making sure the system works smoothly, including collating rosters for the Dementia Advisors.
- Maintain monitoring and evaluation tools to assess the number of clients seen by the team of advisors and their impact and ensure it is accurate and kept up to date.

- Work with the CEO to develop resources, projects and content aimed at supporting people with dementia and those who care for them.
- Be responsible for overseeing the accuracy of information content on dementia on Dementia Jersey's website and social channels.
- Attend meetings on behalf of Dementia Jersey with partnership organisations or groups as required, e.g. Carer's Jersey and the Mental Health Cluster Group, feeding back as appropriate.
- Work with the Dementia Advisor (Care Champion), to plan a varied and interesting programme for the carer's support sessions, attending sessions on a periodic basis or when either of the Dementia Advisors are unavailable.
- 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 collaboration.
- Ensure that the welfare of all clients is safeguarded at all times and bring to the attention of the CEO any concerns or issues as soon as possible. Participate in investigating safeguarding concerns as appropriate and in accordance with local requirements.
- In addition to the duties and responsibilities listed above, from time to time you may be required 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

Essential Skills & Experience

- An excellent understanding of the needs of people with dementia
- Experience of writing content on dementia either for resources, papers, evaluations, websites or social media
- Knowledge of the provision of care in Jersey
- Line management experience
- Empathetic and approachable
- Excellent communication and listening skills with fluency in English
- Excellent organisational skills and time management skills
- Detailed knowledge of patient record keeping

- Knowledge of data protection principals
- Awareness of safeguarding best practice
- Ability to take responsibility for their own caseload and to work on own initiative
- Proficient in the use of Office 365, particularly Teams
- 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
- First Aid trained (or the willingness to undertake this training)
- Experience of leading a team.

Additional Information

Five years residency is required for this role.

This temporary role is to cover the secondment of the substantive Lead Dementia Advisor and will be a fixed term contract for 18 months.

The post-holder will have core hours when the office is open to the public although there may be times when the post-holder is better placed to meet with a client outside the office either in the client's own home or at another location. Some evening work to co-run carer's meetings is also needed.

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