



JOB DESCRIPTION

JOB TITLE:	Dementia Advisor
DEPARTMENT:	Carer Support and Dementia Advisor Service
LOCATION:	(Home based community and outreach work)
ACCOUNTABLE TO:	Team Leader
REVIEWED:	
PURPOSE OF POST:	To provide a highly responsive and individualised advice, information and signposting service to people with dementia and their carers

Service User Assessment and Information Support Plan	
1.	To be a named local contact for people living with dementia, their families and carers.
2.	To provide advice and information to people who are living with dementia, helping them to navigate and access the services that support their desired outcomes, and 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.
3.	To set up the person's initial appointment, then follow up as required throughout their dementia journey using the strengths-based approach and enabling them to access the information they need whilst promoting independence, self-help, wellbeing, choice and control.
4.	To develop with the person with dementia and their immediate carers, families and supporters an agreed Information Support Plan.
5.	To ensure that information and signposting is delivered in an appropriate manner, using the individual's preferred style and format, and is understood by service users and carers.
6.	To ensure that all groups and individuals have access to information and support that is culturally appropriate.

7.	To ensure that barriers for those who find services difficult to access are minimised and identify and engage with people living with dementia who are hidden and difficult to reach.
8.	To work collaboratively with local colleagues to ensure full service integration of the Carers Support and Dementia Advisor Service into local service delivery.
9.	To build understanding of dementia and coping strategies for people with dementia and families by facilitating workshops and peer support groups.
10.	To share new ideas and successes with the wider team, and attend regional and national staff meetings and training as required.
Networking and Partnership Working	
11.	To develop networks and partner organisations who also work in the field of dementia, mental health, disabilities, and benefits and income advice, including Primary and Secondary care, social care, and health and welfare benefit agencies with the aim of promoting control and empowering individuals to make informed choices.
12.	To develop and maintain a good local knowledge of relevant services and groups and named key contacts.
13.	To attend and participate in local networking, forum and clinical meetings.
14.	To work collaboratively with local professionals to ensure full service integration of the Carer Support Worker and Dementia Advisor Service into local service delivery.
Promoting the Service	
15.	To initiate, develop and maintain effective working relationships with other local professionals working in the field of adult health and care across the voluntary, statutory and private sectors in order to build awareness of opportunities for involvement and collaboration.
16.	To market the Dementia Advisor Service and develop a network of support from health and care professionals who will refer people with a diagnosis to the service at the earliest opportunity.
17.	To monitor levels of stock with regards to event banners, leaflets and feedback to line managers.
18.	To attend local and wider events to hold information stalls and present the service, including on occasional weekends.
Administration and Evaluation	
19.	To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.

20.	To collect qualitative and quantitative data on a weekly basis and forward to line manager.
21.	To participate in service evaluation, gaining feedback from service users and their carers.
Line Management Responsibilities	
22.	To work with HR and Business Development to assist with the process of recruitment and induction for Dementia Advice Service volunteers.
23.	To act as Team Leader on occasions of sickness and absence.
Financial Responsibilities	
24.	To work within the constraints of budgets and report any changes which could have significant implications for funding to your line manager.
Health and Safety Responsibilities	
25.	To take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions.
26.	To comply with all health and safety regulations and to ensure that staff, clients and volunteers follow these procedures when carrying out duties.
Any Other Responsibilities	
27.	In addition to the duties and responsibilities listed above, from time to time you may be required by your line manager to undertake other tasks, duties or projects which may arise and are commensurate with the general level of this post.
28.	This job description will be reviewed regularly and may be subject to change.