

# **Alzheimer Scotland Job Description**

## **Dementia Friendly Community Locality Development Worker**

### **Purpose of the Post**

The Locality Development Worker will be responsible for facilitating the creation of dementia friendly Communities. They will promote a better understanding of dementia across communities in order to reduce stigma and discrimination and promote independence for people living with dementia and their families and carers.

### **Accountability**

The post holder is accountable to the Policy and Engagement Manager.

### **Main Duties and responsibilities**

1. To improve awareness and early diagnosis of dementia, within community groups, schools, local residents and businesses, using talks, awareness sessions, awareness leaflets, stalls and other means.
2. To carry out consultation with people affected by dementia and their carers to identify priorities in creating dementia friendly environments in the local community
3. To maintain and develop the new initiatives that have been set up as part of the Dementia Friendly Work (e.g. from people with dementia and their carers, dementia awareness sessions and partners action plans)
4. To raise the challenges people with dementia experience in the locality and work towards agreeable ways to address them with participant organisations, businesses etc.
5. Promote better understanding of dementia across communities, in order to reduce stigma and discrimination and promote independence and inclusion for people living with dementia.
6. To signpost people with dementia and their families to appropriate local (and national) resources at various stages of the journey, depending on their needs and wishes.
7. To be aware of opportunities for involvement and consultation and in particular encourage people to contribute to local and national consultations.
8. To market and disseminate information about the Dementia Friendly Communities project to individuals, organisations and services.
9. To network within the locality and across the rest of the region to identify and share best practice.

10. To report evidence of good practice, success stories and areas of risk to the project.
11. To liaise with Alzheimer Scotland's local services, activities and other localities where applicable.
12. To initiate, develop and maintain effective working relationships with other professionals working in the field of dementia, in the voluntary, statutory and private sectors in the locality.
13. Establish and facilitate DFC locality forums, including setting agendas, creating a jointly agreed action plan, booking venues, distribution of meeting notes, etc.
14. Where appropriate, to recruit, induct and support volunteers
15. To establish systems for monitoring, recording and evaluating the DFC work and provide regular reports
16. To develop and maintain a good local knowledge of relevant services and groups and named key contacts within the locality
17. To adhere to the requirements of the requirements of funding Partner(s) in relation to acknowledging funding, publicity and communication
18. To comply with the data protection regulations, ensuring that information on clients remains confidential.
19. To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
20. To be responsible for personal learning and development and to attend locality and regional meetings as required
21. To carry out any other reasonable duties requested of the post holder.

All responsibilities and duties are to be carried out according to Alzheimer Scotland's standards, policies and procedures as described in the organisation's policies and procedures maintained on the intranet.

**Salary – Scale Points 23 - 26**

**The post holder will be subject to a PVG check.**

***This job description is open to review by the organisation at any time and was last revised in June 2016.***

# Alzheimer Scotland

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### Person Specification

This person specification should be read with the job description for the post of Dementia Friendly Community Locality Development Worker. Please note that the competencies are not ranked in priority order.

The following criteria will be used in short-listing candidates and in appointing the successful applicant.

	Essential	Desirable
<b>Attributes and values</b>		
Self-motivated, dynamic, and able to work without close supervision.	√	
Understanding of and empathy with the organisation's aims and values.	√	
Full and valid driving licence and access to a vehicle during working time.	√	
Willingness to travel within the defined geographical area	√	
Basic understanding of the principles, values and practice of community care service for vulnerable adults.		√
Shows a commitment to and understanding of equal opportunities, the elimination of discrimination and the empowerment of individuals and groups.	√	
<b>Education</b>		
Good general education.	√	
Knowledge of current and developing health and social care policy agenda		√
<b>Experience and knowledge</b>		
Understanding and/or experience of working in a rapidly changing environment.		√
Understanding and/ or experience of working with, or supporting people with dementia and their families.	√	
An understanding of the needs of the local community.	√	
Understanding of the support services for people living with dementia	√	
Understanding of community development and how to set up community groups	√	
Excellent marketing and negotiating skills and experience of influencing others from a cross section of the community.		√
Experience of public speaking and meeting facilitation		√
<b>Service users and carers</b>		
Ability to relate purposefully and sensitively, communicate well and advocate on behalf of people living with dementia and carers in a range of settings.	√	

An understanding of the needs of people living with dementia and their carers	√	
<b>Communication</b>		
Approachable, with excellent listening skills, tact and the ability to offer support and encouragement in a non-judgemental manner.	√	
Ability to communicate effectively with senior managers in statutory bodies, community groups and with individuals.	√	
Good interpersonal and communication skills both verbal and written.	√	
Experience of delivering presentations and meeting facilitation	√	
<b>IT skills</b>		
High level of IT skills including proficiency in Outlook, Word, Excel and Powerpoint	√	
<b>Personal qualities</b>		
Good organisational skills and proven ability to manage own time and workload.	√	
Effective negotiation skills	√	
<b>Team work</b>		
Ability to work effectively as member of a small team.	√	

June 2016