



## **DEMENTIA ADVISOR**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **PURPOSE**

Alzheimer Scotland recognises the vital contribution that the Dementia Advisor Service makes in sourcing named local contacts who can provide information and signpost services to people from the beginning and throughout their journey with dementia.

The Dementia Advisor role is central to our success, in providing people living with dementia, their families and carers with practical support, advice and access to resources, activities, groups and other community programmes that will sustain, as far as is possible, peoples' independence, existing lifestyle and relationships.

#### **ACCOUNTABILITY AND SUPPORT**

The Dementia Advisor reports to the Head of Localities or other appropriate manager who will provide the appropriate support and supervision.

It is crucial that the Dementia Advisor works in collaboration with the Head of Localities, Link Workers, Community Activities Organisers and other colleagues in providing information and referrals to the team and agreeing the resources, activities, groups and other community programmes required to support peoples' outcomes.

#### **POSTS MANAGED**

The Dementia Advisor may line manage Community Activities Organisers and/or Volunteers depending on the organisational structure of the locality.

#### **KEY ROLES AND RESPONSIBILITIES**

The key role of the Dementia Advisor is to:

1. Be a named local contact for people living with dementia, their families and carers; working to provide information and advice to people who are living with dementia; helping people to find the dementia services that support their outcomes and connecting people to local groups and services that will promote their physical, mental and emotional well-being and enable them to lead their own lives.
2. Promote positive attitudes in public services and in the local community by providing information to raise awareness of the practical, psychological and emotional impact of living with dementia and help communities to increase their capacity to support people living with dementia;
3. Identify and engage with people living with dementia who are hidden and difficult to reach.

The Dementia Advisor is responsible for the following:

#### **BEING THE LOCAL POINT OF CONTACT**

1. Being the local point of contact for people living with dementia, their Carers and families and providing information and advice as required throughout their journey; helping them to navigate the system of health and social care and facilitating their access to services and support;
2. Enable people living with dementia, their Carers and families, to plan ahead, particularly in relation to money and legal matters and their wishes for their future welfare;
3. Provide light touch individual support in the short term and signpost appropriate local and national resources at various stages of the individual's journey depending on their outcomes;

4. Liaise with and promote the Dementia Helpline as a resource for people living with dementia, their Carers, families and professionals working with them; in particular to engage with people living with dementia who are difficult to reach.

### **COMMUNITY LIAISON AND ADVOCACY**

1. Initiate, develop and maintain effective working relationships with other local professionals working in the field of dementia, in the voluntary, statutory and private sectors; in order to build awareness of opportunities for involvement and consultation; and work with local partners to arrange support if required;
2. Ensure that all groups and individuals have access to information and support that is culturally appropriate. Proactively work to minimise the obstacles for those people living with dementia who find services difficult to access;
3. Market and provide information about the Dementia Advisor Service to individuals and organisations to develop a network of support from health and social care professionals who will signpost people with a diagnosis to the service at the earliest opportunity;
4. Build understanding of dementia and coping strategies for people with dementia and families by facilitating courses and peer support groups, where these are not available. Work with local partners to establish courses and groups as required.

### **FACILITATING A RANGE OF THERAPIES**

1. Provide information, advice and support that will enable people to access information they need, promoting independence, self-help, well-being, choice and control;
2. Develop and maintain a good local knowledge of relevant services and groups and named key contacts.

### **RECORDING AND MONITORING**

1. Record and monitor all work undertaken and produce regular progress reports to enable effective evaluation of the work undertaken and the impact of the Dementia Advisor Service as a whole;
2. Review the social inclusion progress of people living with dementia, addressing equality and diversity issues

### **DEVELOPING DEMENTIA ADVISOR STRATEGIES**

1. Work with the Head of Localities to identify gaps in the provision of the Dementia Advisor service for people living with dementia and their carers; sharing good practice with existing services;
2. Ensure that people living with dementia are consulted on relevant aspects of the Dementia Advisor service;
3. Share new ideas and successes with the wider area and attend regional and national staff meetings and training as required.

### **HEALTH AND SAFETY**

1. Ensure that all appropriate Health and Safety risk assessments are completed as required;
2. Report risks or issues to the Head of Localities/Head of Health & Safety.

This job description is regarded as a guide to the accountabilities associated with the Dementia Advisor role; additional or alternative tasks within the capability of the post-holder may from time to time be required.

Each of the Dementia Advisor responsibilities are to be carried out to Alzheimer Scotland's standards, policies and procedures; as well as to the adherence of National Care Standards.

The post holder will be subject to a Protecting Vulnerable Groups (PVG) scheme check.

This job description is open to review by the organisation at any time and was last revised in March 2019.

### DEMENTIA ADVISOR - PERSON SPECIFICATION

SPECIFICATION	HEADING	DESCRIPTION	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>UK Driving licence.</li> </ul>	Full and valid UK driving licence and access to a vehicle during working time.	Yes	
	Appropriate qualifications in any of the above disciplines preferable, however, desired experience is most important.			Yes
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Relationship Building and Collaboration</li> </ul>	Building and managing positive working relationships and networks with people living with dementia; support services; key contacts within health and social work teams and local multi-disciplinary teams in the voluntary, statutory and private sectors. Collaborating with the team to identify and work effectively towards delivering a shared purpose.	Yes	
	<ul style="list-style-type: none"> <li>Communication and Influence</li> </ul>	Communicating in a clear, concise and targeted way using evidence, information and research to influence others, including those in authority.	Yes	
	<ul style="list-style-type: none"> <li>Observation and Empathy</li> </ul>	Observing the individual circumstances of people living with dementia; sensing and understanding their feelings and emotions, in order to identify the best interventions, they need to promote their physical, mental and emotional well-being.	Yes	
	<ul style="list-style-type: none"> <li>Judgement, planning and organisation</li> </ul>	Formulating and implementing personal outcome plans, whilst balancing resources and energy on key priorities. Having the ability to cope with limited resources, seize opportunities and think creatively. Exercising judgement and initiative and being accountable for your practice.	Yes	



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<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Achieving results</li> </ul>	Having an awareness of the wider context of your work and the overall vision of Alzheimer Scotland. Reviewing the quality of the Dementia Advisor service, taking accountability; recommending developments and improvements that will enable people living with dementia to achieve their outcomes.	Yes	
	<ul style="list-style-type: none"> <li>Leadership and Management</li> </ul>	Aligning people to the strategic priorities of the organisation and the locality objectives, in a way that helps them see where they can contribute and that motivates and inspires them to give their best.	Yes	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Dementia</li> </ul>	Understanding the practical, psychological and emotional impact of dementia and supporting people living with dementia to achieve their outcomes.	Yes	
	<ul style="list-style-type: none"> <li>Social Services</li> </ul>	Providing social work, personal care, protection or social support services to people in need.	Yes	
	<ul style="list-style-type: none"> <li>Assessment</li> </ul>	Assessing individuals with dementia to understand their core support outcomes.	Yes	
	<ul style="list-style-type: none"> <li>Community liaison</li> </ul>	Identifying and liaising with appropriate support services and community resources.	Yes	
	<ul style="list-style-type: none"> <li>Multi-disciplinary teams</li> </ul>	Liaising with other professionals working in the field of dementia in the voluntary, statutory and private sectors.	Yes	



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<b>SPECIFICATION</b>	<b>HEADING</b>	<b>ESSENTIAL</b>	<b>DESIRED</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Alzheimer Scotland's aims and values.</li> <li>• Voluntary sector.</li> <li>• Protection of Vulnerable Groups.</li> <li>• Recording and monitoring support plans.</li> <li>• Therapeutic interventions.</li> <li>• Health &amp; Safety risk assessment.</li> </ul>		Yes
			Yes
			Yes
			Yes
			Yes
			Yes