

POSITION DESCRIPTION

Position: Dementia Advisor
 Location: Flexible
 Hours of Work: TBC
 Reports to: Chief Executive

Background:

Since 1985, Dementia Wellington has provided dementia support services for all people affected by dementia in the greater Wellington area. We specialise in helping with all forms of dementia and assist with anything from helping people understand the disease process through to providing practical support strategies to help manage the challenges of dementia.

Position Objective:

To provide 1:1 information, advice and support to people affected by dementia including facilitating Living Well groups and Carer Support groups and education seminars.
 To raise awareness and understanding about dementia and available support services.
 To establish and maintain good working relationships with relevant health professionals and community organisations.

Principal Working Relationships:

- Carers and whānau of people with dementia
- People with dementia
- Dementia Wellington staff
- Health professionals/PHO's/Tertiary Institutes and ITOs
- Relevant community organisation personnel

Job Responsibilities

| Key Result area | Key tasks |
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| To provide an effective support and education service for the clients in the Dementia Advisor's geographical area, both by telephone, on line (Zoom) and in face to face meetings. | <ul style="list-style-type: none"> • Facilitate the regular Living Well group for people with dementia. • Deliver Navigating Dementia seminars and Living Well with Cognitive Impairment courses • Advice is provided to people affected by dementia, informing them of the full range of options available and referring to supporting agencies in line with organisational protocols. |

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| | <ul style="list-style-type: none"> • Assists carers to establish networks and join support groups. • Whanau/family and carers have increased understanding of the dementias and develop effective strategies to minimise and cope with the changes in the person with dementia. • Clients are assisted in making health, legal and financial decisions and to stay independent and remain with their families in their own homes for as long as possible. • Support is provided to all parties if admission to long term care becomes inevitable. |
| To facilitate Support Group meetings for carers | <ul style="list-style-type: none"> • Carer support groups are arranged and facilitated in the Dementia Advisor's geographic area. • New support groups are developed as required to meet demand and the needs of carers. |
| To network and build relationships with relevant stakeholders | <ul style="list-style-type: none"> • Builds effective working relationships with other healthcare professionals and uses this network successfully to provide support to clients. • Represent Dementia Wellington at community meetings and groups • Maintains constructive relationships with relevant external organisations • participates in public relations activities to promote awareness of dementia and the services of Dementia Wellington • Details of networking activities are entered into the database asnd reported to CE • The Dementia Advisor conducts him/herself professionally and ethically at all networking events. |
| To carry out administrative duties associated with the Dementia Advisor role. | <ul style="list-style-type: none"> • Ensure that all records and administration meet the requirements as outlined in the Home and Community Sector Standards and the Contractual service specifications. • Detailed client notes are entered into the database in line with organisational protocols. • Resources are effectively maintained, including updating information when necessary • The Dementia Advisor accurately records work related mileage. |

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| <p>To undertake other duties as reasonably directed by the Chief Executive from time-to-time.</p> | <ul style="list-style-type: none"> • All duties required are performed in the best interests of the organisation and clients and are done in a competent and effective manner. • When acting as a facilitator group participant with/for other organisations, the Dementia Advisor will ensure that the values of Dementia Wellington are upheld. |
| <p>Participate fully, accept responsibility and take initiative in the team</p> | <ul style="list-style-type: none"> • Have a consultative approach internally and externally to ensure continuity of service to clients and volunteers • Acknowledge that the team is small and non-hierarchical, therefore voluntarily undertake 'housework' duties from time to time • is flexible in supporting colleagues during annual leave and sick leave to provide cover |
| <p>Take an active role in maintaining own professional development</p> | <ul style="list-style-type: none"> • Discuss relevant training and education needs with the Chief Executive • Keep up to date with relevant information on education in the field of dementia • Participate proactively in annual Performance Appraisals to achieve objectives • participate in Peer supervision and Staff Meetings. |
| <p>Take responsibility for the Health and Safety of yourself, your co-workers and volunteers in the workplace</p> | <ul style="list-style-type: none"> • Be familiar with the Occupational Health and Safety Policies of Dementia Wellington • Report all accidents and incidents |
| <p>Quality improvement support</p> | <ul style="list-style-type: none"> • Support the Dementia Wellington team to maintain good quality systems and processes. • participate in review of policies, procedures and guidelines • Contribute to orientation of new staff and training for volunteers and students on placement |

Qualifications and Experience:

- Hold an appropriate tertiary and/or industry relevant and recognised qualification. A social work background would be an advantage
- Knowledge of dementia and experience of supporting people with dementia.
- Have a demonstrated awareness of Te Tiriti o Waitangi and an understanding of its implications for the provision of education/community services
- Experience and understanding of community development/volunteer sector

Skills:

- Excellent verbal and written communication skills.
- A professional demeanour and awareness of the appropriate behaviour for working with individuals and groups in the community.
- Be able to demonstrate empathy and an awareness of the needs of people living in a multi-cultural environment and how these may be met.
- Skilled at maintaining Professional boundaries when working with clients.
- Confident in presenting to and facilitating groups of all sizes.
- Computer literate and familiar with data recording.
- Proven interpersonal skills both at an individual and group level.
- The ability to work independently and without supervision but will demonstrate willingness to work within set parameters and be an effective member of the team.

I have read and understood the above position description and accept all the above responsibilities incorporated herein and agree to operate within the policies and procedures as outlined in the Dementia Wellington manuals and as adjusted from time to time.

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Chief Executive

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Dementia Advisor

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Date