Age UK Teesside – Job Description

**Job Title:** Dementia Services Project Co-ordinator

**Reporting to:** Health & Wellbeing Manager

**Salary:** £20,000 FTE(37 hours)

**Specific Responsibilities and Duties:**

The Dementia Co-ordinator will lead on the development and delivery of Age UK Teesside’s dementia services looking for opportunities to enhance the service further. To build existing relationships with social services, social work teams and other healthcare professionals to guarantee attendance levels at each of our services and to identify new clients for each new programme delivered.

To Supervise and develop the staff and volunteers who shall assist with the delivery of the service, identifying training opportunities relevant to their roles that will enable them to achieve their full potential within the organisation.

**Specific Responsibilities/Duties**

* To deliver a 22 week programme of maintenance cognitive stimulation activities that comply with NICE guidelines.
* To ensure an initial assessment takes place to identify the outcomes that both the carer and the client want to achieve through the service.
* To ensure compliance with Age UK national standards and internal quality assurance systems.
* To monitor the progress of clients and carers throughout their journey with the service including a final assessment at the end of the programme.
* To be a key contact person for health colleagues to engage with and refer clients to, set up initial appointments, identify realistic goals and develop actions plans to ensure agreed health outcomes are achieved.
* To assist clients at the end of their programme to engage with other services offered by the organisation, or by partner agencies, and to keep abreast of their progress within these other groups.
* To Work with the Health & Wellbeing Manager to develop marketing and promotional plans and materials.
* To maintain the data management information system (Charitylog) for reporting purposes including producing quality reports for our funders.
* Responsible for Recruiting, training and retaining volunteers.
* To lead, motivate and manage the team to develop the service and ensure continuous improvement and best practice.
* Put the safeguarding of vulnerable adults at the heart of the service. Ensuring, at all times, that the team are fully trained, up-to-date and confident with both complying with best practice and using the Charity’s Safeguarding Policies.

**Other**

To attend and participate in internal/external meetings, as appropriate.

Implement Health and Safety Policies and Procedures; ensuring that risk assessments are carried out for all aspects of work

Ensure services are maintained in the event of staff/volunteer absence.

All staff are required to work within Age UK Teesside’s policies, ensuring these are carried out in relation to the job e.g. confidentiality, equal opportunities.

The post may involve occasional evening and weekend work for which time in lieu can be claimed.

The above list is not an exhaustive list of duties and you will be expected to undertake any other reasonable duties that may be required.

Closing date for applications – Tuesday 22nd December 2015

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| **PERSON SPECIFICATION**  **Job title: Dementia Services Project Co-ordinator** | | |
| **Criteria:-**  **E= Essential D = Desirable** | **E or**  **D** |  |
| **Experience**  Experience of effectively managing a service for vulnerable/older people (or related service)  Experience of working with other health professionals and developing effective networks and referral systems  Experience of developing activity programmes and an understanding of cognitive stimulation therapy.  Experience of effective and accurate administration, including activities record keeping, reporting, handling petty cash and keeping simple balance sheets or related activities.  Successful experience of managing staff and/or volunteers. | E  E  E  E  E |  |
| **Skills**  Qualified Occupational Therapist registered with the Health & Care Professions Council (HCPC)  Excellent organisation and communication skills.  Good interpersonal skills  Good understanding of the needs of people with Dementia and ability to run a service tailored to their needs  Ability to liaise with carers, families and agencies linked with older people using the service.  Understanding of Equal Opportunities and Diversity and commitment to its implementation  Current First Aid skills/training (training will be provided)  Current Safeguarding skills/training (Training will be provided)  Ability to assist older people with activities of daily living  High competency IT skills and to use and to manage own administration to include Word, Excel, Databases and Emails  Report writing skills  Experience of developing promotional materials and marketing a service | D  E  E  E  E  D  D  E  E  E  E  D |  |
| **Competencies**  To be able to create a positive, meaningful active day  An understanding of the need for discretion and confidentiality  Share and demonstrate our values of: Integrity, Professionalism, Team Work, Recognition & Commitment | E  E  E |  |
| **Other Requirements**  Access to own transport and be able to travel throughout Teesside  Flexibility to work occasional weekends and evenings  Commitment to equal opportunities  An understanding and appreciation of health and safety regulations  Self-motivated and able to use own initiative  Be flexible and work some evening and weekend working if required on occasion | E  E  E  E  E  E |  |