



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details | |
|-----------------|--|
| Job Title | Dementia Care Advisor/KIT |
| Service | Adult Social Care |
| Team | Community Older Adult Mental Health Team |
| Location | Wokingham Hospital |
| Reports to | Clare Bailey |
| Responsible for | N/A |
| Grade | Grade 5 |
| Contract Type | Permanent |

| Main Accountabilities | |
|-----------------------|---|
| 1. | To provide a support service to people living with a dementia diagnosis and their carers. This covers information, general support in the early stages, advocacy and sign posting. |
| 2. | To work with all stakeholders in identifying such carers and enabling them to access this service, as appropriate |
| 3. | To signpost or refer on people living with a dementia diagnosis and carers (as agreed with them), to appropriate services |
| 4. | To work closely with stakeholders, in particular COAMHS and Community Care Teams, in order to remain up to date with service and related developments in dementia and to feedback information gathered from work with carers to improve and develop services. The majority of referrals are likely to come from the Wokingham memory Clinic but may also come from self referrals and from referrals into Adult Social Care. You will also need to attend or supply information/data to any necessary forums to review the service need and delivery options. |
| 5. | To advocate or identify appropriate advocates for carers. |
| 6. | To provide required data collection as indicated and report monthly as requested. Specifically, and as required for the Keeping in Touch Project. You will need to record data on a daily basis that will then report back on a suggested quarterly basis or as required. |





| | |
|-----|--|
| 7. | To continually update personal knowledge and understanding in the field of dementia |
| 8. | To keep a log of all contact and to maintain confidential written record of contact with carers. This information will be recorded on an Excel spreadsheet so confidence in using or learning new software applications is required. |
| 9. | To contribute to the Understanding Dementia Course for carers facilitated by COAMHS. You will initially shadow the course in the first instance with a view to be able to share this responsibility with other DCAs in the future. |
| 10. | To assess and identify individual goals, review as required, including clear feedback of service. |

| Person Specification | Essential | Desirable |
|--------------------------|---|---|
| Education/Qualifications | Knowledge of Mental Health Problems in Older people, in particular Dementia Good numeracy and literacy skills Recording and report writing skills Good IT and computer skills | Relevant Qualifications in the Health/Social care field, although applicants with extensive knowledge and experience may be considered. |
| Experience | Either working in the field of dementia with some contact with carers or considerable direct experience of dementia and its impact on carers or direct work with carers and related experience/interest in dementia. Ability to empathise but not to become over involved Able to act on own initiative but to know when to refer back when necessary Ability to work on individual or in group settings with carers and service users | |
| Skills/Knowledge | A degree of knowledge of what is dementia, and the different types of dementia. Treatment and care options. Knowledge of the local resources Good communication skills | |

Purpose Details





| | |
|------------------------|--|
| Service Purpose | To take referrals as directed and to offer information, advice and support to carers and people living with dementia, in partnership with Community Care, Health and voluntary sector, in line with desired outcomes |
| Role Purpose | The Keeping in Touch Project was set up to maintain links with people living with a dementia diagnosis and their carers, to help prevent crisis and to prevent the need to access statutory support. This would be achieved by actively 'keeping in touch' with identified people by providing information, support, sign posting and an advocacy service as required. |

| Supervision and Relationships | |
|--------------------------------------|--|
| Supervision Received | Supervision will be provided as within WBC policy on a 4-6 week provision |
| Supervision Given | No supervision responsibilities |
| Contacts | To work closely with Wokingham Memory Clinic and the DCAs within the team. To engage and maintain links with relevant stakeholders both statutory and voluntary as required. |

| Resources/Budget Management |
|------------------------------------|
| No budget responsibilities |

| Special Requirements |
|---|
| Office base is Wokingham Hospital and arrangements can be made to meet with people here or arrangements can be made to meet people at their home or in the community at arranged groups settings as required. Flexibility at times may be required to meet with people at a time that is suitable to them so may include some evening work. |

| Occupational Health Risk Assessment | Details |
|--|----------------|
| Skin/Respiratory Sensitisers | N> |
| Working at Height | N> |
| Exposure to Noise (>80-85dB) | N > |
| Confined Spaces | N > |





| | |
|---|--------|
| Frequent Display Screen Equipment Use | <Y |
| Driving for Work | <Y |
| Hand Arm Vibration | N > |
| Lone Working | <Y |
| Healthcare/Social Contact with Patients | <Y |
| Blood Borne Viruses Exposure | N > |
| Food Handling | N > |
| Working with Animals | N > |
| Specialised Medical Screening | N > |
| Night Working | N > |
| Safety Critical Work | <Y/N > |

| Nature of the Role | Details |
|--|---|
| Healthcare or Hospital Work | N> |
| Working with Children (under 18) | N> |
| Working with Elderly/Vulnerable Adults | <Y |
| Work Environment Details | Wokingham hospital as main base with hybrid working |

| Role Involvement | Details |
|--|---------|
| Working with Children | <Y |
| Working with Vulnerable Adults | <Y |
| Both of the Above | <Y |
| Providing Care/Supervision for Children | N > |
| Providing Care/Supervision for Vulnerable Adults | <Y |
| Both of the Above | <Y/N > |
| None of the Above | <Y/N> |





| Disclosure and Barring Service (DBS) | | Details |
|--------------------------------------|--|--|
| DBS Requirement | | Full DBS |
| Eligibility Tool | | Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK) |

| Re-checks |
|-----------|
| |

| Evaluation Declaration | |
|------------------------|---|
| Date of Evaluation: | |
| Evaluated by: | < |

