



Position Description

Created: December 2018

Position Title: Dementia Advisor

EFT: 0.8

Department: Client Services

Location: Cooma, NSW

Position reports to: Manager Client Services or Team Leader Client Services

Position supervises: N/A

The purpose of this position is to provide psycho-educational and psycho-social information and support services to people living with dementia and their families and carers to improve their quality of life, assist them to achieve individual goals and aid them to continue to live at home for as long as possible. The role will also support broader Dementia Australia activities which may include the provision of support groups, community awareness activities and building relationships with relevant stakeholders in the region. In addition, the incumbent will actively contribute to the development of a service sector that is responsive to the needs of people living with dementia.

Position Objectives and Responsibilities

Service Delivery

- Provide support and information about dementia, available services and resources to people diagnosed with dementia, their families and carers.
- Provide support with referrals to diagnostic, health and community support services by utilising local referral systems and supporting clients to navigate the aged care and disability systems as appropriate.
- Provide short-term interventions at key stages of dementia to enhance wellbeing of people living with dementia and their carers, including planning and coordinating psycho-educational and psycho-social interventions as required to meet individual goals.
- Ensure services are delivered from an enablement perspective, empowering clients and focusing on the needs and rights of the person with dementia and their carers.
- Provide access, referral, and where appropriate delivery of education programs and courses and other relevant Dementia Australia support services.
- Provide information and facilitate access and referral to relevant community support, health, aged and disability services.

	<ul style="list-style-type: none"> • Facilitate, support and if necessary establish local support options for people with dementia and their carers to connect with others who are living with dementia, building self-efficacy. • Empower clients to take an active role in directing their own care and services. • Ensure key outcomes relating to funding agreements are consistently met. • Focus on the assessed needs and rights of the person living with dementia and their carers. • Support community capacity through building collaborative partnerships with other service providers as appropriate. • Promote access and referral to other Dementia Australia service. • Maintain professional knowledge and standards to ensure high quality service provision.
<p>Communication and Team Work</p>	<ul style="list-style-type: none"> • Develop strong team relationships while fostering positive working connections with colleagues across departments. • Collaborate with other team members to ensure integrated and coordinated approaches to addressing client needs. • Promote an awareness of the needs of people with dementia, and their carers from special needs groups including those from diverse cultural backgrounds, people who identify as being LGBTIQ, Aboriginal and Torres Strait Islander people, and people living in rural and remote areas. Develop culturally appropriate service strategies to meet individual needs and improve service access. • Participate in, and contribute to service evaluations, planning and development. • Participate in team projects/activities/meetings as relevant to the position. • Participate as requested to provide peer support to other employees. • Participate in supervision with relevant senior professionals.
<p>Administration and Documentation</p>	<ul style="list-style-type: none"> • Ensure that client activity and other appropriate information is documented in line with professional and legal standards. • Ensure timely and accurate management of client information and utilise prescribed databases for the recording of client information and to report outputs to meet funding agreements. • Complete service reports as required.

	<ul style="list-style-type: none"> • Ensure client service programs are delivered in a timely and cost effective manner to established standards, identifying opportunities for improvement where appropriate. • Actively support any client contribution/subscription requirements of Government or the organisation
<p>Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Communicate and act in ways that are consistent with the organisation's values. • Support and promote the work of the organisation, maintaining a positive image of the organisation. • Apply and uphold the principles of a respectful, inclusive and diverse workplace, free from discrimination, harassment or bullying.
<p>Policies and Procedures</p>	<ul style="list-style-type: none"> • Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required. • Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation. • Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus. • Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.

Qualifications: Relevant qualifications in a related field (social services, health, allied health etc) and/or a minimum of 3 years' experience in the delivery of a community based service or within a health related field.

1. Experience, Skills and Knowledge:
2. Knowledge of dementia and its' impact on people diagnosed with dementia, families and carers*
3. Experience in facilitating individual and group work with clients in a community setting*
4. Excellent verbal, interpersonal and written communication skills, including well-developed case note, record keeping and report writing skills*
5. Proven capacity to problem solve and negotiate with others*
6. Strong organisational skills and ability to prioritise work load*
7. Experience in providing community information and education, and supporting community capacity building, including demonstrated capacity to deliver high quality presentations.
8. Experience in liaising with and developing relationships and partnerships with service providers and other agencies*

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9. Demonstrated experience working in the Aged Care, health or community services sector.
 10. Computer literacy across a range of relevant applications, including Microsoft Office and Outlook*.
 11. Demonstrated commitment to supporting the needs and rights of people from special needs groups eg: Aboriginal and Torres Strait Islander communities, Culturally and Linguistically Diverse communities, people from Lesbian, Gay, Bisexual, Transsexual and/or Intersex communities, and those from rural / remote communities*
 12. Demonstrated ability to work with minimal supervision and as an effective team member

* Key selection criteria

Conditions of Employment:

- A six month qualifying period applies to all new incumbents.
- Salary packaging is available.

Additional Requirements:

The (prospective) employee will be required to:

1. Maintain a current driver's licence in the relevant state. Access to and willingness to use own car (with reimbursement) for travel.
2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
3. Undertake a Police Check prior to being offered the position.
4. Be flexible in work hours at times to meet the reasonable demands of this position, including occasional overnight stays.
5. Be willing to undertake travel as may be required with the position.

Signatures:

The employee's signature indicates:

- that the employee has read, understood and accepted this Position Description.
- that the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

Employee:

Name: _____

Date: _____

Manager:

Name: _____

Date: _____