

Funded by People's Health Trust using money raised by Health Lottery London West

Job Description

Organisation : [CADBrent](#)

Post: Dementia support worker

CADBrent: is a Brent based charity formed by people living with dementia, carers, service providers and residents. Our aim is to create a dementia friendly borough. The Dementia Support Worker will be based at the Ashford Place charity

Purpose of the role: To co-ordinate, develop and deliver this project to the satisfaction of clients and funders. The main outcome domains include: supporting clients to meet face to face in a Covid-19 safe way, and also to connect digitally; supporting clients to co-design any changes to the project action plan, and to co-design any new activities, connecting them with commissioners; to support clients and carers to develop supportive and sustainable friendship and support networks; where you can; resolve issues around health and wellbeing, social and financial issues and/or responsibly signpost to appropriate sources of support; support the delivery of a once a week meeting space with refreshments e.g. lunch/tea; and report to funders as agreed in the funding award documentation.

Responsible To: Services Manager

Staff for Whom Responsible: None. Responsible for volunteers and student placements

Posted based at:- Based at 60 Ashford Road London NW2 6TU

Main duties: All activities will be in line with Covid requirements and best practice.

Client support:

1. Be first point of contact at Ashford Place for project clients ensuring triaging and needs assessment
2. Produce a personalised support plan to address the client's needs to help them take control of their health and wellbeing, live independently, improve their health outcomes, and maintain a healthy lifestyle.
3. Welcome established and new clients to the centre and ensure as far as possible user awareness of the centre's activities and services
4. Manage and develop the project weekly social meeting for clients

Project requirements:

5. Participation in the internal organisation of the project.
6. Record and report on client progress on our CRM system
7. Complete quarterly monitoring and evaluation report for the CEO based on funder requirements
8. Contribute to the wider work of CADBrent by attending staff, team, and other relevant meetings;

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liaison with team members and providing mutual support

9. Undertake other tasks which contribute to the job purpose in consultation with the line manager.

PERSON SPECIFICATION:**Skills and experience**

- o Ability to work mostly on your own and on your own initiative – you will have regular on-site supervision and support from your line manager
- o Good organising and time management skills
- o Good communication skills
- o An understanding of dementia
- o An understanding of the needs of people with dementia and their carers
- o Experience of working with statutory and voluntary agencies
- o Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Act
- o Experience of record keeping and report writing
- o An understanding of the need for client confidentiality

Personal attributes / qualities

- o Able to represent the needs of the organisation and clients externally
- o Empathy
- o Non-judgmental communication
- o Commitment to and understanding of equal opportunities
- o Understanding of the inclusion agenda and its relevance within a diverse society

General**Conditions of Employment**

- | | |
|------------------------|---|
| ▪ Hours of work | 20 hrs |
| ▪ Place of work | 60 Ashford Road, NW2 6TU |
| ▪ Annual Leave | 25 days annual leave plus 8 days public holidays pro-rata |
| ▪ Salary | £11 pr hr |

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not exclusive one and the duties may be varied from time to time. This job description is subject to regular review.

Closing date for expressions of interest _____

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through



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Send you expression of interest to danny.maher@ashfordplace.org.uk