

Job Description

Job Title:	Dementia Service Coordinator
Hours, Salary & Benefits:	Hours: Negotiable – up to 24 per week must include Tuesday & Thursday Salary: NJC 18 (£29,269 FTE) Good T&Cs, pension, holiday, expense reimbursements, plus excellent personal/career development opportunities.
Contract:	Permanent subject to continued provision (6 months probationary period)
Supported by:	Our Scheme Manager - AVSED are a caring employer looking to support and nurture our team. You will receive ongoing guidance and mentoring as needed through regular appraisals along with team building and training away days for development and engagement.
Main objective of the post:	To lead, develop and deliver our new and exciting activity-based dementia day service – AVSED <i>Plus</i> . If you have experience of working with people with dementia, are proactive in designing activities and keen to take on a leadership role, this is a fantastic opportunity to support local community dementia services. Working within a dedicated team in a leading charity the right candidate will benefit from a career-enhancing package.
Main duties & responsibilities include:	<p>AVSED+ is our new dementia activity day service, offering community-based support in a welcoming & friendly group setting. The aim is to provide an extended provision for those living with mild to moderate dementia & memory loss who need additional support from our regular AVSED offer. Initially open Tuesdays & Thursdays 10am – 3pm our day group will follow the same structure and ethos of AVSED with physical exercise routines, social and friendship sessions and therapeutic activities, all promoting living well with dementia.</p> <p>You will:</p> <ul style="list-style-type: none"> • Lead on developing our dementia day group • Plan & deliver the day group • Provide holistic, person-centred activities and support • Organise a small team to ensure an efficient and effective group • Maintain and monitor high standards of care • Provide dementia/memory support plans for members • Provide support, advice & guidance to members with dementia or memory loss and their family, friends & carers. • Work collaboratively with the Dementia and Inclusion Lead on referrals, casework, member support and additional services • Support our organisation to be dementia aware and dementia friendly • Support the local community to be dementia aware
Other:	<ul style="list-style-type: none"> • To work as part of the AVSED team to support the fundamental aims and values of our organisation • To travel using own transport and the AVSED car as required • To work on a flexible basis in relation to days and hours which may include evenings and weekends as needed • To support AVSEDs fundraising activities • Attend meetings and training as requested • Work in accordance with AVSED policies and procedures • To undertake any other duties as required by the Manager to deliver the core work of our organisation