# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Dementia Support Worker

# DEPARTMENT: Adult Social Care and Health

# LOCATION: Countywide

# GRADE: East Sussex Single Status 5

# RESPONSIBLE TO: Community Senior Support Worker /Team Manager

# Purpose of the Role:

To provide support and guidance to Adults/Carers in their own homes and in the community, undertaking a range of activities ensuring Adults and carers are aware of available support.

# Key tasks:

1. To provide support and guidance to Adults and Carers who live in the community.
2. To be responsible for liaising with and providing information to other agencies involved in the support and care of the Adult/ Carers.
3. To work in accordance with the service specification.
4. To support and assist Adults and Carers with a range of tasks including;
5. Community activities e.g. visiting clubs, centres, libraries etc.
6. Referrals to other services
7. Sign posting
8. Support adults to attend medical appointments if required
9. To motivate and encourage Adults to remain independent and avoid the risk of social isolation.
10. Use a person-centred approach in delivering the support programme and participate in assessing individual support needs as appropriate.
11. To contribute to and support the Adult to plan and implement individual support programmes/support plans.
12. To support Adults / Carers to liaise with the Department of Work and Pensions, Housing Department and other relevant agencies i.e. Utility companies, etc.
13. To support Adults/ Carers with finance specifically applications for PIP, Attendance Allowance, Blue Badge forms etc.
14. To support Carers to complete CRESS emergency plan.
15. To support Adults/ Carers to complete advance care plans.
16. To provide support to Adults /Carers to enable access to other services. This may include developing and facilitating group/project work and enabling individuals to actively participate.
17. To ensure appropriate records of work are kept and to ensure compliance with standards of policy and practice.
18. To ensure that key information concerning Adults /carers support is clearly communicated, recorded and monitored.
19. To attend staff meetings, supervision, training and workshops as appropriate.
20. To plan and deliver your own work making the best use of allocated time.
21. To work with Adults/ carers who may have complex needs.
22. To support Adults/Carers to be involved in the development and improvement of the service they receive.
23. To carry an active caseload of approximately 100.
24. To undertake environmental observations and complete IC1 forms

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Dementia Support Worker

# GRADE: East Sussex Single Status 5

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to work as part of a team. * Able to identify the appropriate level of support for an Adult/Carer * Ability to provide support respectfully and sensitively. * Ability to deal with sensitive issues e.g. advance care planning compassionately and sensitively. * Ability and willingness to undertake a range of activities tailored to individual needs * Effective organisation skills. * To be able to liaise and work cooperatively and appropriately with other professionals, carers, advocates managers and representatives of other organisations. * Ability to work on your own in the community, and to use initiative. * Ability to work autonomously planning and delivering your own work in accordance with the needs of the service and within agreed timescales. * To work in line with ESCC Policies and procedures * Effective verbal and written communication skills including recording. * You may be required to transport Adult/Carer to community activities/ appointments. * Ability to converse at ease with customer and provide advice in accurate spoken English |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Willingness to complete Care Certificate * Level 2 qualification Adult Care or willingness to complete Adult Care Worker (Level 2) apprenticeship which will be funded by the Council   For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships/) on our website |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Relevant level 3 qualification |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge and skills in positively involving and enabling individuals. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of services and resources available in the local area. * Knowledge of how to initiate and build links with resources that could present new opportunities for individuals. * Knowledge of the issues involved in the care and control of medication. * Awareness of Health and Safety issues. * General Social Care Council code of conduct. * Safeguarding Vulnerable Adults. * Awareness of the principles of service user involvement. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working with people with Dementia in the Community. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of providing support to Adults with complex needs. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Flexible approach. * Ability to reflect on personal performance and learn from experiences. * A person-centred support approach. * A full driving licence and access to car, or the ability to demonstrate how you will meet the travelling requirements of the role |

**Date (drawn up): June 2019**

**Name of Officer(s) drawing up person specifications: DPS Management Group**

**Job Evaluation Reference: JE11536**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |