

## JOB DESCRIPTION

<b>Job title:</b>	Young Onset Dementia Adviser (YODA)
<b>Reporting to:</b>	Nominated Locality Manager
<b>Responsible for:</b>	N/A
<b>Work hours:</b>	21 – 35 hours per week
<b>Salary:</b>	£ 13.11, rising to £13.64 per hour on completion of training and probationary period
<b>Location:</b>	North Oxfordshire (preferably Banbury area) – Based from home

### **ABOUT US:**

Dementia Oxfordshire (DOX) is a service provided by Age UK Oxfordshire (AUKO). DOX provides vital support for people living with dementia, their families and carers.

Over previous few years we have significantly grown our reputation within the dementia support community in Oxfordshire; expanding our offer beyond just providing information and advice, we now provide regular education sessions, host or support over 25 groups across the county and work in collaboration with the research community.

As well as providing direct support to people with a diagnosis, their families and informal carers we also aspire to develop awareness and understanding of both dementia and our service more widely in the county.

### **OUR VALUES:**

Our values are important to us and describe how we aspire to work with both our service users and our work colleagues.

- Caring
- Listening & amplifying people's voices
- Enabling & empowering
- Passionate for better
- Collaborative



Caring



Listening &  
amplifying people's  
voices



Enabling &  
empowering



Passionate for  
better



Collaborative

## **JOB PURPOSE:**

Young Onset Dementia Advisers (YODAs) support people with a diagnosis of dementia, their carers and families when their condition is considered young onset (diagnosed before they are 65 years old). YODAs take a holistic approach to support, encouraging person centred care and providing timely and accurate information and advice. YODAs signpost and refer to the right support at the right time across a wide range of services. By enabling clients to access support that they and their family need we are able to help them live as well as possible for as long as possible in their own homes and remain active in the community.

YODAs are primarily home based, taking referrals within a geographical area. They are largely self-managing, happy to work alone and able to use their initiative. In particular, they need to be comfortable visiting clients in their own homes. Each YODA will manage their own caseload, working within the service framework and under the guidance of an Admiral Nurse and the Head of Service.

A YODA supports clients, their families and carers by:

- Enabling them to plan ahead so as to enable choice, independence and control
- Enabling them to plan financially and legally in order to express their wishes for future welfare
- Ensuring they have accurate and accessible information to help them make informed choices
- Taking a holistic approach which considers how a client's physical, mental and social needs overlap
- Working with clients and families to develop a person-centred support plan that respects individual choice and lifestyle.
- Liaising with professionals as required to provide advice on health, legal matters, benefits, travel, safety and activities
- Supports and encourages psychosocial interventions to influence wellbeing for the person with young onset dementia and family members, including planning and running groups and events.

**MAIN DUTIES:**

1. Support clients through face-to-face meetings, telephone, video call support and attending client group meetings
2. Utilising a guided conversation approach to help clients identify the most appropriate source of information and support and enable them to engage with activities, groups and other community programmes.
3. Understand the wide range of dementia diagnoses and symptoms; and identify appropriate coping strategies for carers and families. Provide information and support that helps clients stay connected in their communities and continue to lead meaningful lives, whilst living at home safely and securely.
4. Be a named contact for clients in caseload, offering a single point of contact on matters relating to the dementia diagnosis. Respond promptly to any client enquiry and be responsible for reviewing case load.
5. Responsible for recording and monitoring all work in a timely and accurate manner, ensuring client confidentiality and supporting the production of progress reports and evaluation of the service.
6. Be an active member of the wider Dementia Adviser team, providing peer support, sharing good practice and new approaches, and assisting in identifying gaps in the service and taking steps to address them.
7. Build networks in a locality, attending events and meetings to help raise awareness about Dementia and developing relationships with the organisations delivering relevant services in their area.
8. Coordinate and/or design groups and events, facilitating them effectively and keeping appropriate records)
9. Work collaboratively with Age UK staff, health and social care professionals and other organisations as is appropriate.
10. Additionally:
  - Work in accordance with Age UK Oxfordshire policies and procedures.
  - Take a pro-active approach to personal learning and development.
  - Attend team meetings, Age UK Oxfordshire staff meetings and other line management and training activities as appropriate.
  - To promote positive attitudes in the local community by raising awareness of Dementia
11. YODAs may also be asked to conduct other duties relevant to the role or in support of Age UK Oxfordshire including supporting volunteers and fund-raising activities.

## Person Specification

**Job Title: Dementia Adviser**

**Department: Dementia Support Service**

<b>Specification</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<u>Qualifications/ Education/ Training:</u>	Good general standard of education.	Training in dementia and / or dementia care. Level 3 or equivalent related to dementia issues
<u>Relevant experience:</u>	<p>Experience of supporting people in a caring or cared for role, preferably those living with dementia.</p> <p>Good listening and problem-solving skills, familiar with using a guided conversation approach to develop an understanding of client needs</p> <p>Experience of facilitating groups.</p>	<p>Experience of advice work.</p> <p>Experience of supporting people with young onset dementia and families / carers.</p> <p>Experience of working with volunteers</p> <p>Experience of working with both statutory and voluntary organisations.</p>
<u>Relevant knowledge/skills:</u>	<p>Working knowledge of dementia, including diagnosis, treatment and management, and related issues.</p> <p>Excellent communication and negotiation skills</p> <p>Good record keeping skills</p> <p>Good IT skills, familiar with Microsoft Office and Outlook</p>	<p>Knowledge of broad mental health issues.</p> <p>Good administration and case management skills.</p> <p>Excellent group facilitation skills.</p> <p>Familiar with safeguarding legislation and good practice</p> <p>An understanding of the issues facing young people with dementia and their families / carers.</p> <p>Knowledge of the benefits and services available to people with dementia and carers, and the policy issues affecting their rights.</p>

<p><u>Personal Attributes</u></p>	<p>The ability to self-manage, working to a service framework and making use of peer support.</p> <p>An ability to assess and evaluate client needs, able to get to the heart of the issue.</p> <p>The ability to work alone and based from home, engaging with the community services that can support clients.</p> <p>The ability to manage emotional and stressful situations and maintain a positive work life balance.</p> <p>Able to engage with others and seek out support, both within in the Dementia Oxfordshire team, and externally from the wider dementia support system</p> <p>Be open to supporting families with children and young adults.</p>	<p>Strong personal administration and an organised way of working</p>
<p><u>Additional requirements:</u></p>	<p>Access to a car is essential.</p> <p>Flexible to accommodate family needs e.g. carers still in work.</p> <p>Reliable access to broad band during working hours is essential</p> <p>This post requires the DBS Enhanced Check.</p> <p>Willing and able to attend meetings, training events, and Dementia Oxfordshire events across Oxfordshire in person</p>	