

## Job Description

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| Job Title:                  | Dementia Advocate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Location:                   | Dyfed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Contractual Status of Role: | Full time, 35 hours per week, fixed term until 31 March 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Salary:                     | Full time equivalent 35 hours a week £29,650 a year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Job Title of Line Manager:  | Regional Advocacy Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Job Purpose:                | To deliver independent advocacy to people with a diagnosis of dementia and to promote and develop the service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Main Responsibilities:      | <ol style="list-style-type: none"> <li>1. To provide independent, person led advocacy for people a diagnosis of dementia, enabling them to express their views, wishes and concerns.</li> <li>2. To enable people with a diagnosis of dementia to access the services and support that they need and to have a voice in decisions that affect them.</li> <li>3. To manage an individual case load of service users, maintaining professional standards at all times.</li> <li>4. To be aware of safeguarding concerns and signs of abuse, always following the appropriate reporting processes where there are safeguarding issues.</li> <li>5. To work within the principles of the provision of advocacy and comply with the National Advocacy Charter and Code of Practice for Advocates.</li> <li>6. To be collaborative in your work, building relationships with local partners, and internally within Age Cymru, to achieve positive outcomes and enhance and promote the Dementia Advocacy Project.</li> <li>7. To contribute to the evaluation and development of the Dementia Advocacy Project using client and key stakeholder feedback.</li> <li>8. To use reflective practice and give and receive constructive feedback to support the professional development of you and your colleagues.</li> <li>9. To represent the Dementia Advocacy Project at meetings, networking events and stakeholder engagement opportunities.</li> <li>10. To always work with the values of Age Cymru in mind and represent these values professionally at all times.</li> </ol> |
| Person Specification        | <b>All the listed criteria are essential unless stated otherwise.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Experience                  | The ability to demonstrate experience in:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                          | <ul style="list-style-type: none"> <li>• Working as an advocate</li> <li>• Undertaking individual case work</li> <li>• Multi agency working to deliver successful projects and services including statutory and voluntary organisations</li> <li>• Delivering promotional and awareness raising sessions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Knowledge                | <ul style="list-style-type: none"> <li>• An understanding of the principles of advocacy, including different models of advocacy including instructed and non-instructed.</li> <li>• An understanding of the impact of dementia on the individual and of the rights of people with dementia and their carers.</li> <li>• The use of creative communication strategies for facilitating communication with people with dementia.</li> <li>• An understanding of a person led approach.</li> <li>• An understanding of inclusion and the need to treat people from all backgrounds with dignity and respect in accordance with Equalities and Human Rights legislation.</li> <li>• An understanding of the issues associated with adults at risk of abuse and neglect and the application of safeguarding legislation and procedures in Wales.</li> <li>• Client confidentiality and data protection.</li> </ul> |
| Skills/Ability           | <ul style="list-style-type: none"> <li>• Ability to use creative communication strategies for facilitating communication with people with dementia.</li> <li>• Self-motivated, positive and outgoing.</li> <li>• Able to produce reports and other documents with a high level of attention to detail.</li> <li>• Engaging with and influencing a variety of stakeholders.</li> <li>• Use of Microsoft Office and case management applications.</li> <li>• Work under own initiative, prioritising work and dealing with competing or conflicting demands/needs and interests.</li> <li>• Ability to speak Welsh (Desirable).</li> </ul>                                                                                                                                                                                                                                                                      |
| Qualifications           | <ul style="list-style-type: none"> <li>• Either have or be working towards, or be prepared to work towards the National Advocacy Qualification (Desirable).</li> <li>• Diploma Health &amp; Social Care (Adults) – Learning disability, Dementia and General Pathways (previously NVQ level 3) and/or Social Care or equivalent qualification or experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Additional Circumstances | <p>This post will be subject to a satisfactory enhanced criminal records disclosure from the Disclosure and Barring Service (DBS).</p> <p>The role holder will be required to provide a car for business use and to travel throughout Wales together with occasional wider UK travel. There may be occasional requirements to work evenings and weekends - these will be planned in advance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Notes:**

- This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.
- In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

**Role Description Agreement**

|                         |            |      |
|-------------------------|------------|------|
| Signature of Job Holder | Print Name | Date |
| <br><br><br><br><br>    |            |      |

Feb 2016