



## POSITION DESCRIPTION

<b>Position:</b>	<b>Dementia Advisor- Educator</b>
<b>Location:</b>	<b>Flexible</b>
<b>Hours of Work:</b>	<b>30 - 40 per week</b>
<b>Reports to:</b>	<b>Chief Executive</b>

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### **Position purpose:**

The goal of this position is to develop and deliver a comprehensive education programme that aims to :

- Inform people with dementia and their care partners and whānau about mate wareware/dementia and the resources and strategies to enhance the quality of life for those affected by mate wareware/dementia.
- Deliver information and training to health professionals
- Support the implementation of the Living Well with Dementia programme by providing education to community groups, clubs etc that leads to greater community understanding and acceptance of mate wareware/dementia.

In addition, the educator is tasked with ensuring our resources are current and that our services reflect best practice by liaising nationally and internationally with community dementia organisations, universities etc with the goal of Dementia Wellington being the 'go to' organisation for all matters associated with mate wareware/dementia, that we are seen as the leaders and innovators.

### **Principal Working Relationships:**

- People with mate wareware/dementia
- Supporters and whānau of people with mate wareware/dementia
- Health professionals/PHO's/Tertiary Institutes and ITOs
- Relevant community organisations, marae, PHO etc

## SECTION 2 Job Responsibilities

Key Result area	Key tasks
<p><b>1. Provide education services to the public, local health agencies and other organisations about mate wareware/dementia and Dementia Wellington support services.</b></p>	<ul style="list-style-type: none"> <li>• Develop and present education workshops and seminars providing accurate, up-to-date information on mate wareware/dementia.</li> <li>• Develop and maintain cooperative relationships with agency personnel and a knowledge of available support services</li> <li>• Provide education and information to GP's and practice nurses and other providers</li> <li>• Deliver information presentations to community organisations such as Retirement Villages, community business and groups/clubs</li> </ul>
<p><b>2. Provide information and education for groups of carers/family members of people with mate wareware/dementia</b></p>	<ul style="list-style-type: none"> <li>• Design, develop, and deliver an annual education programme</li> <li>• Develop and deliver Navigating Dementia seminars</li> <li>• Identify and promote opportunities to increase the number of people attending our education programmes</li> </ul>
<p><b>3. Resources are current, accurate and appropriate to client groups</b></p>	<ul style="list-style-type: none"> <li>• Resource information is updated on an ongoing basis</li> <li>• Web-site dementia information is current, accurate and informative to users</li> <li>• Provision of feedback and contribution to development of national resource material as requested by the Chief Executive</li> </ul>
<p><b>4. To reflect our advocacy position for people with dementia, their carers and families</b></p>	<ul style="list-style-type: none"> <li>• In conjunction with the Chief Executive, identify and respond to opportunities to proactively and strategically address the stigma and barriers associated with mate wareware/dementia</li> <li>• Enhance our standing and recognition in the community and health sectors</li> </ul>

<p><b>5. Participate fully, accept responsibility and take initiative in the team</b></p>	<ul style="list-style-type: none"> <li>• Have a consultative approach internally and externally to ensure continuity of service to clients and volunteers</li> <li>• Undertake additional tasks from time to time as requested by the Chief Executive</li> <li>• Acknowledge that the team is small and non-hierarchal, therefore voluntarily undertake 'housework' duties from time to time</li> <li>• Represent Dementia Wellington at community meetings and groups as agreed with the Chief Executive and maintain constructive relationships with relevant external organisations</li> </ul>
<p><b>6. Take responsibility for the Health and Safety of yourself, your co-workers and volunteers in the workplace</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with the Occupational Health and Safety Policies of Dementia Wellington</li> <li>• Report all accidents and incidents</li> <li>• attend external bi-monthly supervision</li> </ul>
<p><b>7. Quality improvement support</b></p>	<ul style="list-style-type: none"> <li>• Support the Dementia Wellington team to maintain good quality systems and processes.</li> <li>• participate in review of policies, procedures and guidelines</li> <li>• Contribute to orientation of new staff and training for students on placement</li> <li>• Assist training of volunteers</li> </ul>
<p><b>Qualifications:</b></p>	
<p>Hold a relevant health professional qualification ( Social Work, OT, or RN).</p> <p>A background in adult education would be desirable.</p>	
<p><b>Key person specifications</b></p>	
<ul style="list-style-type: none"> <li>• Knowledge of dementia and experience of supporting people with dementia.</li> <li>• Have a demonstrated awareness of Te Tiriti o Waitangi and an understanding of its implications for the provision of education/community services</li> <li>• An engaging personality and excellent presentation/public speaking skills.</li> <li>• Confident oral and written communication skills,</li> <li>• The ability to evaluate the service's education needs and design creative and relevant responses</li> <li>• The ability to enhance our team environment.</li> <li>• Understanding of continuous quality systems and processes</li> <li>• An understanding of the health system and how it works</li> </ul>	