

JOB DESCRIPTION

JOB TITLE:	Young Onset Dementia Adviser (YODA)
DEPARTMENT:	Dementia Oxfordshire
REPORTING TO:	Nominated Team Manager
DIRECT REPORTS:	N/A
WORK HOURS:	21 – 35 hours per week (must include Wednesday)
SALARY:	£ 14.18, rising to £14.75 per hour on completion of training and probationary period
LOCATION:	Oxfordshire, South Vale and City
DBS CHECK LEVEL:	Enhanced

ABOUT US:

Dementia Oxfordshire (DOX) is a service provided by Age UK Oxfordshire (AUKO). We provide specialist information, advice, education and support for people living with dementia, their families and carers across Oxfordshire. Working alongside NHS, local authority and voluntary sector partners, we help people live as well as possible with dementia while maintaining independence, wellbeing and connection within their communities.

JOB PURPOSE:

Young onset dementia presents unique challenges because people are often still working, supporting dependent children, managing financial commitments and adapting to changing family and relationship roles. YODAs provide specialist support that recognises these additional challenges and helps individuals and families adapt to life with dementia while maintaining independence, wellbeing and social connection.

YODAs build trusted, long-term relationships with individuals and families, supporting them to adjust to diagnosis, navigate services, plan for the future and maintain meaning, purpose and connection within their communities. They also provide practical and emotional support to unpaid carers and family members, helping them understand dementia, build resilience and access the support they need throughout the dementia journey.

By enabling families to access the right support at the right time, YODAs help people live as well as possible following a diagnosis, maintaining independence, reducing isolation and remaining active members of their communities for as long as possible.

YODAs are primarily home-based. As a self-motivated initiative taker, you'll need to be largely self-managing and comfortable working independently as part of a supportive and collaborative team. In particular, you need to be comfortable working with clients and carers face-to-face via video conferencing, telephone and also visiting clients in their own homes. You will have the freedom to manage your own caseload, working within the service framework and under the guidance of the Team Manager and the Head of Service.

Please note you will need to complete regular home visits in person in Oxfordshire and will need to live within a reasonable travelling distance of your patch.

MAIN DUTIES:

1. Support people with a diagnosis, their families and unpaid carers by:
 - Enabling them to plan ahead so as to enable choice, independence and control, including financial and legal planning 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, including identifying safeguarding concerns where appropriate.
 - Working with clients and families to develop a person-centred support plan that respects individual choice and lifestyle.
 - Working collaboratively with health, social care, employment and voluntary sector professionals to support access to advice, services and opportunities relating to health, legal matters, benefits, travel, safety and community activities.
 - Supporting and promoting psychosocial interventions that improve wellbeing for people living with young onset dementia and their families, including developing and facilitating groups, activities and events.
2. Offer a variety of support mechanisms including face-to-face meetings, telephone support, digital contact and group activities.
3. Develop an understanding of a wide range of dementia diagnoses and symptoms so that you can provide tailored advice and support that helps families remain connected to their communities and continue to lead meaningful lives.
4. Support carers and families to understand dementia, develop coping strategies and access appropriate support throughout the dementia journey.
5. Be a named contact for families, offering a single point of contact on matters relating to the dementia diagnosis. Respond promptly to any enquiry and be responsible for reviewing case load.
6. 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.
7. 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.

8. Support the planning, delivery and development of groups, activities and events for people living with young onset dementia and their families, helping create opportunities for peer support, social connection and living well with dementia.
9. 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 local communities by raising awareness of Dementia
10. 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.

STAFF BENEFITS:

- 28 days annual leave plus Bank Holidays, increasing to 33 days after 5 years' continuous service
- Flexible working arrangements
- Charity sick pay
- Pension scheme
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- Health Cash Plan for employees and eligible dependants up to the age of 24
- Employee Assistance Programme available 24 hours a day, 7 days a week
- Life assurance of four times salary (subject to pension scheme membership)
- Blue Light Card entitlement
- Cycle to Work Scheme
- Free on-site parking

LEARNING AND DEVELOPMENT

- Comprehensive induction programme
- Mentoring and support from experienced Advisers and Team Managers
- Ongoing learning and development opportunities
- Opportunity to undertake relevant qualifications, including a Level 3 qualification where appropriate
- Opportunities to develop skills in case management

Person Specification

Job Title: Young Onset Dementia Adviser

Department: Dementia Support Service

Specification	Essential Requirements	Desirable Requirements
<u>Qualifications/ Education/ Training:</u>	Good general standard of education.	Training in dementia and / or dementia care. NVQ Level 3 or equivalent relevant to health, social care or community support
<u>Relevant experience:</u>	Experience of supporting people in a caring or cared for role, preferably those living with dementia. Good listening and problem-solving skills, familiar with using a guided conversation approach to develop an understanding of client needs	Experience of advice work. Experience of working with volunteers Experience of facilitating groups. Experience of working with both statutory and voluntary organisations.
<u>Relevant knowledge/skills:</u>	Working knowledge of dementia, including diagnosis, treatment and management, and related issues. A good understanding of the issues facing carers. Knowledge of the benefits and services available to people with dementia and carers, and the policy issues affecting their rights. Excellent interpersonal and communication skills, with the ability to build trust and rapport with a wide range of people An understanding of person-centred approaches and the importance of promoting choice, independence and wellbeing Ability to manage a caseload and maintain accurate records	Knowledge of broad mental health issues. Excellent group facilitation skills. Strong case management skills. Research and investigative skills. Familiar with safeguarding legislation and good practice Experience delivering information, education and awareness sessions

	Confident using Microsoft Office, Outlook, Teams and other digital systems	
<u>Personal Attributes</u>	Able to work independently whilst contributing positively to a supportive team Able to manage competing priorities and organise work effectively Able to build trusted relationships with clients, carers and professionals Resilient and emotionally aware, with the ability to respond appropriately to challenging situations Committed to promoting dignity, independence and person-centred support Willing to learn, develop and contribute to service improvement A willingness to facilitate and manage groups	Strong personal administration and an organised way of working
<u>Additional requirements:</u>	Access to a car is essential Reliable access to broad band during working hours is essential This post requires the DBS Enhanced Check. Willing and able to complete regular home visits, attend meetings and training events, in person, in Oxfordshire	