



## Hospital Dementia Coordinator

### Role Description

#### **Purpose of the Role:**

People affected by dementia often feel isolated and do not know where to get the support, guidance and understanding they need to live with their condition. A Dementia Coordinator will identify patients in the hospital setting to provide information, support and guidance to those who have a diagnosis or are suspected of having dementia, their carers and family supporters.

The Dementia Coordinator Service offers a flexible and proactive approach, working in collaboration with a multi-disciplinary team of Health and social care professionals. We ensure a patient living with dementia is identified and supported upon presentation at SDEC (Same Day Emergency Care) Emergency Department or on the ward if admission is required. Our Dementia Coordinators support the patient throughout their stay and upon discharge, before being referred to the community Dementia Coordinator team. People living with dementia is a key national priority and the team of Dementia Coordinators are key to the local model of care in Kent.

**Reporting to:** Hospital Area Lead

**Location:** Darent Valley Hospital – Hybrid working from various locations (Home, Home Visits and ADSS HQ)

**Hours:** 37.5 hours per week, Monday- Friday, 8am – 4pm  
(requirement of flexibility is a must – notice will be given)

**Salary:** £24,375.00 - £25,350 (dependant on experience)

### The Role Responsibilities

You will be driven and passionate about working within a hybrid team of Dementia Coordinators, whose aim it is to involve people living with dementia to make decisions about their care. We offer emotional and practical support to people living with dementia throughout their experience of dementia; from pre-diagnosis to end of life. Dementia Coordinators will also provide specialist and compassionate guidance to carers, and families.

1. Establish, develop, and maintain excellent working relationships with various teams within the hospital and the community, including direct and indirect teams of ADSS.
2. Identify patients living with dementia as they present at the hospital front door, liaise with hospital teams to ensure they are aware of any additional needs the patient may have.
3. Seek referrals from hospital teams and other key stakeholders who will benefit from the support of the Hospital Dementia Coordinator service.
4. Complete holistic assessments and devise person- centred support plans using a strengths-based approach.
5. Liaise with the specialist dementia team and geriatrics teams when the patient requires additional clinical support or measures to be considered on discharge.



6. Support hospital staff to identify patients who are displaying symptoms of dementia and then forward plan in supporting diagnosis pathway if not diagnosed already.
7. Assist the patient and carer to liaise with hospital teams, ADSS Enablement team and community services to prepare for a positive and successful transition home.
8. Empowering patients to prepare for future planning to remain independent for as long as possible.
9. Attend MDTs (Multidisciplinary Team Meeting), best interest meetings, discharge meetings to support, advocate and ensure the person living with dementia is able to have their needs and views heard.
10. To contribute and work towards reducing crisis, carer breakdown and further hospital admissions.
11. Link patients to the Community Dementia Coordinators for ongoing support in the community.
12. Update all CRM systems and complete administration tasks.
13. Work within ADSS processes, policies, and procedures to maintain a consistent approach and agreed service across all areas.
14. Uphold the highest standards of data protection, record keeping, impact monitoring and safeguarding to protect the people we support.
15. Ensure regular evaluations are completed to monitor and review the impact of the service.
16. Act as an ambassador for Alzheimer`s and Dementia Support Services ensuring a strong commitment to our values and ways of working.

*This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.*

**THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE</b>		
Experience of working with / caring for people with dementia.		
Experience of in assessing complex needs and creating agreed person-centred support plans, monitoring, and evaluating plans.		
Some experience in working with multiple agencies to improve outcomes for people with complex needs.		
<b>SKILLS &amp; ABILITIES</b>		
To be methodical in your work, paying particular attention to detail		
To produce clear, accurate and effective written documents and record keeping to the standard expected.		
To be able to effectively communicate with a wide variety of stakeholders.		



To work in various locations, meeting deadlines and manage your time effectively, evidence of good practice in prioritising workload and managing caseload.		
To have a good working knowledge of Microsoft Office suite and IT		
To be able to work on your own initiative in line with boundaries and responsibilities as a Hospital Dementia Coordinator		
A good level of numeracy.		
Experience of using a Client Record Management System.		
<b>KNOWLEDGE</b>		
An understanding of dementia, the needs of people with dementia and their carers		
Knowledge of relevant legislation including Health & Safety, Mental Capacity Act, Safeguarding / Adult protection, Data protection and confidentiality		
Understanding of the health and social care systems and pathways. In the community and within a hospital setting.		
Evidence understanding of expectations as a hospital coordinator.		
<b>PERSONAL QUALITIES</b>		
Constructive, reliable and conscientious		
Flexible and enthusiastic team worker		
Good communication skills between various professionals		
Committed to on-going personal professional development		
Able to manage the impact of working with and alongside potentially distressing information		
A non-judgemental response to the behaviours exhibited by people with dementia		
Committed to promoting equality, diversity and inclusion		
<b>QUALIFICATIONS</b>		
NVQ Level 3 or equivalent experience		
Evidence of continuing professional development		
Full UK Driving License		