****

**Person Specification: Dementia Services Co-ordinator**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS AND TRAINING** | * Good level of educational attainment
* Training relevant to working with individuals with dementia and older people
* Experience of working with a person-centred approach.
 | * Relevant higher qualifications in healthcare
* Knowledge of best practice in dementia care.

  |
| **COMPETENCY – Knowledge, skills, abilities and experience** | * Experience of working with individuals with dementia through group work and on a one to one basis
* Working knowledge of the needs of individuals with dementia and their carers
* Experience of working with volunteers
* The ability to work both independently and as a member of a team.
* Good organisational, interpersonal and observational skills
* The ability to demonstrate a clear understanding and implementation of non-discriminatory practice
* Good communication skills, in verbal, non-verbal and written form, ensuring the message is understood
* The ability to demonstrate commitment to keep your knowledge, understanding and skills up to date
* The ability to convey sensitive or contentious information tactfully
* High level IT skills and knowledge
* The ability to adapt your working practices to meet the need of the organisation
* The ability to recognise when to ask for direct assistance from the Dementia Services Manager and the confidence to do so when appropriate.
 | * Awareness of Health and Safety requirements and risk assessment
* Have adequate creative abilities to meet the needs of Town Break’s service users
* Knowledge of Scotland’s Dementia Strategy
 |
| **WORK RELATED PERSONAL REQUIREMENTS** | * Good motivational and creativity skills to meet the needs of Town Break’s service users and their carers
* Tact, sensitivity and empathy
* Enthusiastic, energetic, innovative and motivated
* Awareness of client confidentiality disclosing information only to appropriate individuals.
* The ability to assist the Dementia Services Manager as they strive to provide efficient, effective high quality services.
* Project a positive image of Town Break at all times.
* Protect the rights and promote the interests of Town Break’s service users and their carers.
 | * Experience of working with volunteers, or personal experience of volunteering
* Experience of working with older people with dementia.
 |
| **OTHER WORK REQUIREMENTS** | * A commitment to Equal Opportunities
 | * Able to take part in meetings and other events outside of normal working hours (with agreed notice).
 |