

JOB DESCRIPTION

Job Title:	Dementia Friendly Activities Officer (Fixed term contract to 31st December 2024)
Responsible to:	Memory Care Manager
Hours:	7 Hours Per Week

Job Purpose

Providing opportunities for people living with dementia and their carers to participate in relaxing and creative activities. Helping them to enjoy these experiences and learn techniques to cope with behaviour triggered by dementia.

Principal Duties:

- Plan and run weekly, free drop-in activity sessions for people with dementia and their carers in the six towns of Sandwell
- Support carers to learn how the person they are caring for will benefit from the activities, with a view to replicating them at home.
- Enable carers to share experiences with other carers, while taking a break from their caring role.
- Proactively engage with BAME communities to encourage participation and minimise barriers.
- To actively promote the project to ensure participant targets achieved.
- Keep up to date knowledge of Age UK Birmingham & Sandwell's full range of services including paid for services.
- Maintain up to date knowledge of local support, services and activities available to people living with dementia and their carers.
- Maintain case and data records for the purpose of, information retrieval, statistical monitoring, and report preparation
- Work within Age UK Birmingham & Sandwell's policies and procedures
- Represent Age UK Birmingham & Sandwell at events and activities as necessary
- To undertake other duties as directed by the Line Manager and to ensure the smooth running of services.

Other duties

- To actively uphold Age UK Birmingham's Equality and Diversity Policy.
- To abide by Health and Safety guidelines and share the responsibility for their own safety and that of colleagues.
- To attend training courses as appropriate.
- To attend and contribute to team meetings.
- To participate in events to promote the service and the organisation.
- Be responsible for own administration duties.