

**Role Description**

**Our vision:**

*A world where everyone can love later life*

**Our mission:**

*To help people enjoy a better later life*

**Job Title:**

*Mild Cognitive Impairment (MCI) Adviser*

**Our values:**

*We are passionate and determined about making later life better*

*We work together as one team believing in the potential of people*

*We set the standard of success for ourselves and others to follow*

*We act with integrity and show pride in everything we do*

**Role Description**

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| Job Title: | Mild Cognitive Impairment (MCI) Adviser – Staying Sharp project |
| Current Directorate Name: | Charity Directorate |
| Current Location: | Ballymena/Cullybackey area |
| Type of role: | Individual Contributor |
| Contractual Status of Role: | Fixed Term Contract – 2 years until May 2022  14 hours per week |
| Job Title of Line Manager: | Head of Well-being Services |
| Job Titles and number of any direct reports: | Volunteers |
| Job Purpose: | The post-holder will provide support, information and guidance to people with mild cognitive impairment and their carers to help maintain independence and promote well-being. |
| Main Responsibilities/Deliverables: | * To form relationships with GP’s to encourage patient referrals for the service * To take referrals from any source for people diagnosed with MCI * To develop support plans for service users in collaboration with the service user, their families and medical professionals as appropriate, ensuring that these are kept up to date * To support volunteers to implement support plans * To provide information on services and benefits available and assist service users in accessing these * To be proactive in reaching those people with mild cognitive impairment and their carers who may not otherwise access our services * To develop networks with partner organisations relevant to service user needs * To ensure that information provided is up to date and relevant and contribute to Age NI’s database of local information, contacts and experiences ensuring continual improvement of the service and growth in organisational knowledge * To seek and record service user/carer feedback to ensure needs are being met and to make any necessary adjustments * To assist in raising public awareness about mild cognitive impairment and the way it affects individuals and families including participation in events. |

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| Experience: | * Experience of working with statutory and voluntary agencies * Experience of record keeping and report writing |
| Knowledge: | * An understanding of MCI and dementia * Knowledge of relevant legislation including the Mental Capacity Act * Understanding of the inclusion agenda and its relevance in a diverse society * Demonstrate an understanding of the needs of people with MCI and their carers |
| Skills: | * Excellent communication skills * Good organisational skills * Ability to assess and evaluate service user needs * Good computer and database entry skills |
| Additional Circumstances: | * Full current driving licence and access to a car for business purposes, or access to a form of transport to meet the travel requirements of the post |
| **Notes:**   * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*** * ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |