**WICKLOW DEMENTIA SUPPORT CLG**

**ALZPAL PROGRAMME COORDINATOR**

INTRODUCTION

Wicklow Dementia Support CLG wishes to engage a programme coordinator for an eight month contract on a self-employed basis. Their role will be to coordinate and deliver the AlzPals Programme supporting people with dementia in the community. A professional qualification in occupational therapy, social work or nursing, registered with CORU or the Nursing and Midwifery Board and experience of working with people with dementia is required. The work requires flexibility, self-direction and good organisational skills

BACKGROUND

Wicklow Dementia Support CLG is a small volunteer only charity. It was established in 2010 to provide support to people with dementia in Co Wicklow to enable them maintain their identity, interests and independence, living life to the fullest in their own home and community, while also meeting the needs of family carers for social engagement, information and respite.. It does this through the provision of a number of services

* The AlzPal programme is a befriending service for people with dementia. Volunteers are recruited, vetted and trained to support a person with dementia to continue to engage in activities and/or hobbies they enjoy, once a week for two hours;
* WDS Social Clubs provide the person with dementia and their family carer an opportunity to come together for activities, a chat and a cup of tea once a week in Bray and Wicklow town (pre-Covid);
* Musical Memories is an opportunity for people with dementia, family carers and volunteers to make music together. It normally takes place once a week in Greystones, currently takes place virtually;
* Carers Support groups are held once a month in Greystones and Newtownmountkennedy. A Bereavement group is also available once a month.

See wicklowdementiasupport.org for further information.

ROLE AND RESPONSIBILITIES

The role of the programme coordinator is to manage and coordinate the AlzPal programme. The work involves:

* Identifying and assessing applicants for the AlzPal programme in terms of their interests and needs; maintain a waiting list if necessary;
* Recruiting volunteers as AlzPals to meet annual targets;
* Undertaking vetting of potential AlzPals and social group leaders when required;
* Providing induction for volunteers including training sessions;
* Organising at least one learning event for existing volunteers during the year;
* Matching AlzPals with persons with dementia;
* Recording visits and monitoring the AlzPals dyads;
* Mentoring and supporting the volunteer AlzPals;
* Signposting supports in the community to clients with dementia and their family carers participating in the AlzPal programme where relevant and/or necessary;
* Responding to general enquires related to Wicklow Dementia Support services and signposting WDS supports;
* Handling safeguarding concerns and complaints;
* Liaising with community care and preparing reports as required for the HSE;
* Providing monthly updates on the AlzPal programme to the Board of WDS;
* Ensuring the AlzPal programme is run in compliance with all of WDS policies and those set out by the funders, the HSE

The person should be able to proceed on a self-employed/consultancy basis. The person will report to the Chair of WDS Board who will provide regular management and support.

SKILLS AND BACKGROUND

* A professional qualification in occupational therapy, social work or nursing;
* Registered with CORU or the Nursing and Midwifery Board
* Experience of working with people with dementia to achieve their goals,
* Ability to work in a self-directed manner,
* Excellent communication skills - oral and written,
* Good IT and computer skills including client relationship management software

TERM

This is an eight month contract for services subject to satisfactory reviews. The contract may be renewed subject to funding and successful delivery.

CONTRACT TIME INPUT AND PAYMENT

The successful applicant should be in available to take on the role in May 2021. The contract requires a part time input of approximately 75 hours per month. The total payment for the eight month contract is €14,000 (inclusive of VAT, travel and subsistence). Stage payments of €1750 per month will be made on receipt of invoice and a report updating the Board on activities.

The contracted AlzPal Programme Coordinator will not be regarded as an office holder, agent or employee of Wicklow Dementia Support CLG and will be responsible for their own taxation in respect of payments received under this contract.

TO APPLY

If you are interested in applying to undertake this contract for service of AlzPal programme coordinator, please submit a full and up-to-date CV demonstrating knowledge and an understanding of dementia, skills in working with people with dementia and their families and practical examples of supporting the potential, capabilities and aspiration of a person with dementia to live life to the full in their home and a covering letter explaining why you feel you could undertake this role.

Applications should be submitted to [chair@wicklowdementiasupport.org](mailto:chair@wicklowdementiasupport.org) by 5pm on 19 April 2021. If you have any queries email the above address.

The contracted service provider will be subject to reference checks and Garda vetting.