



## Job Description and Person Specification

### Young Onset Dementia Support Worker

Job Details	
Grade	4
Service	Adult and older people social care
Location	The Coventry Dementia Partnership Hub
Job Evaluation Code	A5537

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ol style="list-style-type: none"><li>1. To work with Service Users, Carers and Staff in developing appropriate activities programmes and to develop community links for individuals and groups enabling access to external activities that meet service users needs and aspirations.</li><li>2. To support the team to develop programmes of activities both inside and external to the provision</li><li>3. To assist service users to develop and run up their own committees and activities programmes with support from staff as appropriate</li></ol>

<b>Key Responsibilities and Accountabilities</b>
1. To ensure services are provided in accordance with Coventry City Council's Equal Opportunities Policy and that all service users' needs are considered on an individual basis
2. To participate in staff meetings and to contribute towards the implementation of the Aims and Objectives of the Service and the agreed Operations Plan and Performance Targets
3. To promote the independence of service users and facilitate activities that increases and maintains independence within a supportive environment including the use of local community facilities.
4. To ensure that service users' rights are upheld at all times, to maximise the choices available to service users and actively involve service users in decision-making about all aspects of the service they receive.
5. To promote social, leisure and learning opportunities for service users.
6. To ensure that high quality practice and services are provided at all times and that all complaints/comments are properly responded to following Departmental Policies and Procedures.
7. To ensure that all Health and Safety Regulations are adhered to, including the carrying out of Risk Assessments, so that a safe and secure environment is provided.
8. To ensure that corporate, departmental and local Policies and Procedures are adhered to at all times.
9. To work closely and collaboratively with housing providers and other agencies such as Primary and Acute Health Care Services to continually improve the health and quality of life of service users.
10. To support and work with the carers/relatives/friends of service users in meeting the needs of individual service users and to ensure that the service is part of the local community and that the community is involved in the daily provision of the service
11. To undertake training and acquire appropriate qualifications, as required by relevant registering bodies, and the City Council
<b>Specific Duties of the Post</b>
1. To research and develop awareness of facilities within local communities
2. To consult with Service Users, Carers and Staff regarding the development of activities programmes.

3. To work with service users and staff in developing self managed programmes of activity.
4. To assist Service Users to access community based facilities.
5. To liaise with voluntary groups, adult education and sports and leisure facilities.
6. To develop links with transport organisations to help facilitate participation in activities.
7. Participate in training appropriate to the role and to cascade training where appropriate.
8. To ensure that adequate access arrangements exist at venues being utilised.
9. To work with unit staff to develop their competence and confidence in supporting the delivery of appropriate activities programmes in partnership with Service Users and Carers
10. Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	Range of service via NHS Age UK Alzheimer's Society Arden Memory services Contractors Many other agencies	Internal:	Social work Team Human Resources Maintenance Team Brokerage Team

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for

Person Specification	
Requirements	
Knowledge	The Ageing process
Knowledge	The types of activities that would be appropriate to different groups and individuals with age and health related problems
Knowledge	Research and consultation methods
Knowledge	Research and consultation methods
Knowledge	Of the types of organisations who would be involved in the development of activities
Knowledge	Of equalities issues
Knowledge	Of Health & Safety
Skills And Ability	To liaise effectively with a range of individuals and organisations
Skills And Ability	Well-developed interpersonal skills
Skills And Ability	Ability to communicate with groups and individuals
Skills And Ability	Ability to work with minimal day to day supervision
Skills And Ability	Ability to motivate others

Skills And Ability	Ability to execute a project brief and report on progress
Skills And Ability	Ability to coach and guide others individually and in groups
Skills And Ability	Ability to manage a variety of programmes simultaneously
Experience	Of developing activities programmes
Experience	Of working with older people in an enabling way
Experience	Of running activities programmes
Qualification	EXTEND (or equivalent) training or the ability to undertake this training
Qualification	NVQ level 2 in Health and Social Care or equivalent, with the ability to work towards a higher-level qualification.
Qualification	Literacy & numeracy appropriate to post
Special Requirements	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p> <p>This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.</p>

Declaration			
Reviewed/Created By:	Deborah Farrell		
Job Title:	Community Manager	Date:	16/02/2026