

National Activity Coordinator – Remote

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people on the journey of dementia are valued, can realise their rights and exercise choice, and are living well where they choose.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a National Activity Coordinator for our Community Engagement team, this is a remote role with offices based in National Office - Temple Road, Blackrock, Co Dublin. A94 N8Y0

Reporting to the Community Engagement Manager, the National Activity Coordinator's primary responsibility will be to promote and practice the ethos of person-centred engagement and inclusivity. This will be achieved through the development and implementation of activity programmes for persons living with dementia which meet their physical, social, mental, emotional, and spiritual needs. With a strong focus on quality, co-design and innovation the National Activity Coordinator will also support community engagement strategy projects to lead the future of dementia care with a mind to incorporating a blended approach of both in-person and digital technologies.

You will need strong leadership skills with a strong client focus as well as excellent communication and interpersonal skills with a commitment to providing a quality service.

The successful candidate should hold a full clean driving license as the role will involve travel across the country.

Salary will be commensurate with the care sector, and dependent on relevant experience.

This is a **permanent, full-time contract** working **35** hours per week.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to the **HR Team (recruit@alzheimer.ie)**

Queries about the role may be directed to **recruit@alzheimer.ie**.

Closing date for applications is **24 May 2024**.

The Alzheimer Society of Ireland is an Equal Opportunities employer.



JOB DESCRIPTION: National Activity Coordinator

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Main Duties and Responsibilities:

Key Result Area 1: Leadership

Principal Accountabilities

- Support the Community Engagement Manager in all elements of implementation of the ASI's Community Engagement Strategy.
- Create regular reports and updates to inform Community Engagement Manager and SMT on national progress and implementation
- Embody the ethos of person-centred care
- Present a safe, positive, caring, and professional image at all times.
- Ensure implementation of suitable activity programmes through education of, and engagement with, ASI staff and other partnering bodies. Emphasising positive communication skills, facilitating developmental activities, and fostering meaningful participation with PLWD.
- Ensure there is an awareness of the issues relating to dementia at a local level and promote the services provided locally by the Society
- Engage with social media to promote, highlight and improve services
- Present at events, meetings and conferences as required

Key Result Area 2: Quality and Standards

Principal Accountabilities

- Ensure all National ASI services are delivering a consistent, diverse, and suitable range of activities through coordination and design of activity programmes that will maintain interest, and which have the ability to evolve to ensure continual best practise within the sector
- Monitor the standard of activities being provided and use data to improve and develop service
- Ensure documentation is accurate, up to date and meets the required standard by recording activity plans and assessments and is updated regularly
- Hold regular meetings to discuss performance, service enhancements, and relevant operational or procedural matters.
- Carry out the necessary administration to provide efficient and effective Community Engagement and Activity Programmes

- Keep informed of developments in activity therapies and care of the older person and to attend training as required
- Escalate any health and safety issues or safeguarding concerns as required
- Maintain all required record systems relating to management of the service and make available to National Office and Operations Manager such records as required
- Ensure fair and consistent application of all Society policies and procedures as applicable to Community Engagement
- Ensure compliance with GDPR
- Respect the rights, dignity and confidentiality of all clients and their carers/advocates.
- Adhere to all guidelines regarding Covid-19

Key Result Area 3: Activities Development

Principal Accountabilities

- Provide an activities based programme to the PLWD that focuses on increasing their self-esteem and provides a better quality of life for them and those around them
- Bring knowledge of the importance of therapeutic and recreational activities to the promotion of a PWLD's quality of life.
- Play a central role in continually improving and developing purposeful activity and engagement programmes that stimulate clients of ASI services, and those living with dementia in the community.
- To engage with the community to raise awareness of dementia and reduce the stigma surrounding it, looking at intergenerational opportunities
- Explore and implement new aspects of activity provision and community engagement, building strong partnerships and using a blended approach where suitable.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. In an organisation such as the Society, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

PERSON SPECIFICATION - Knowledge/Experience:

- Qualification in Healthcare (minimum full QQI level 5 required)
- Accredited training with relevant experience in creative therapies or activity coordination e.g. Sonas, Montessori for Dementia qualification, Bachelor Degree in Arts, or working towards same.
- Certificates in Hand Hygiene, PPE usage and Children First programme
- People Moving & Handling, and Safeguarding of Vulnerable Adults Certificates
- Min. 2 years previous experience of working in a caring environment, specifically with persons living with dementia
- An understanding of legislation relevant to the role e.g., GDPR



- Working knowledge and good technical understanding of online community platform tools and can pick up new tools and technologies quickly
- Strong awareness of, and adherence to, Covid-19 compliance guidelines.

Skills/Competencies:

- Commitment to deliver a high-quality person-centred care service
- Empathy and respect for the rights of the individual with dementia
- Good observational skills
- Ability to plan and manage change
- Ability to handle effectively challenging deadlines and multiple tasks
- Excellent organisational, interpersonal, and multitasking skills together with a proactive approach are essential
- Ability to teach, support and facilitate healthcare staff to carry out activities and follow processes to ensure best practise in all areas
- Team leadership experience
- Possess a high regard for, and practice, good health and safety procedures at all times
- Strong computer skills, and proficiency in social media usage
- Working knowledge and good technical understanding of online community and training platform tools with ability to learn new tools and systems quickly e.g. Moodle
- Excellent English skills, both oral and written

Other Requirements:

- Patience
- Empathy
- Reliability
- Flexibility
- Enthusiasm
- Confidentiality

Key Relationships:

Internal: Community Engagement Manager, Operations Manager, Day Care centre managers, Line managers, Fundraising, Finance, Information technology, Learning & Development, HR.

External: Community care service providers, Other voluntary organisations, Nursing homes.