Dementia Advisor – Longford/Westmeath

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 support and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organization, 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 Alzheimer Society of Ireland (ASI) is expanding its Dementia Advisor services across a number of locations. We are currently seeking a Dementia Advisor to join our team in **Longford/Westmeath.**

This is a full-time (39 hours per week) permanent position working on a hybrid basis (ASI Office and Home).

Reporting to the National Coordinator, Dementia Advisor Service (NCDAS), the Dementia Advisor's primary responsibility is to be a point of contact on an outreach basis for people who are concerned about their cognitive health and/or have a diagnosis of dementia and for their families and friends, at all stages of their journey, from diagnosis through to end-of-life.

The role will involve the offer of practical assistance, support, advice, sharing information and signposting for people living with dementia and their family/carers, to appropriate services and supports, enabling them to take control of their own lives; Supporting the person and/or their families to navigate the health and social care system to ensure they receive the right support at the right time.

The successful candidate should have:

- A primary degree or equivalent in a relevant health or social care area.
- A demonstrated knowledge and an understanding of dementia and related issues
- Excellent knowledge and skills in working with people with dementia
- Knowledge about dementia and its effect on the lives of those diagnosed.
- Ideally the candidate should be living in Longford/Westmeath.
- The successful candidate should also have experience in the community care sector and be able to demonstrate commitment to continuing professional development. Awareness of the legal aspects of working with vulnerable adults, Enduring Power of Attorney, Ward of Court and the Assisted Decision-making capacity legislation is desirable.

You will need a strong client focus as well as excellent communication and interpersonal and leadership skills, with a commitment to providing a quality service. You should hold a full clean driving license as the role will involve travel. Salary will be commensurate with the care sector, and dependent on relevant experience. This role is dependent on NDO/HSE funding.

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

The closing date is **18th December 2026.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION: DEMENTIA ADVISER	
Job Title: Dementia Advisor	**Job Holder:**
Job Location: Longford/Westmeath	**Reports to:** National Coordinator, Dementia Adviser Service

PURPOSE OF THE POSITION

The role of Dementia Adviser (DA) is to be a point of contact on an outreach basis for people who are concerned about their cognitive health and/or have a diagnosis of dementia and for their families and friends, at all stages of their journey, from diagnosis through to end-of-life.

The role will involve:

- The offer of practical assistance, advice, sharing information and signposting people with dementia and their carers to appropriate services and supports enabling them to take control of their own lives.
- Supporting the person and/or their families to navigate the health and social care system to ensure they receive the right support at the right time.

The DA services will integrate with existing and developing services within the HSE and Community, including integrated care ambulatory services, Memory Technology Resource Rooms, Memory Assessment and Primary Care services, providing a seamless pathway of care.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide Information and support

- Provide practical and emotional support on a one-to-one basis to the Person with Dementia (PlwD) and their families, beginning at the point following diagnosis.
- Provide information, support, and signpost people to the relevant services in their community. Ensure that the information and signposting provided is in the individuals preferred style and format, working in partnership where necessary with the HSE and other organizations, to ensure that the service provided responds fully and effectively, promotes control and choice, and meets a wide range and diversity of need. Supporting the person to navigate through the health and social care system. Liaising with relevant health and social care professionals in partnership with the person being supported, and reflecting the needs captured in the action plan developed.
- Working with the individual and their care partners to identify what is most important to them to their emotional and social health needs and signpost the person to relevant supports within their community, utilising an enabling approach to promote and facilitate choice, dignity, independence, well-being, and quality of life.
- Recognise support will need to be more frequent and intense at different times with different people and provide a whole family/caring unit response where appropriate.
- Recognise that there are three different sets of needs among the client group. The needs of the person living with dementia; the needs of the family carer(s); and the needs of the caring unit-the person and their family member.

- Integrate with existing and developing services within the HSE and Community, including integrated care ambulatory hubs, Memory Technology Resource Rooms, Memory Assessment and Primary Care services, providing a seamless pathway of care.
- Provide a specialist knowledge base and support across primary/social care teams as required.
- Promote independence, self-help, well-being, choice, and control by assisting people to better understand their situation and to assist them in developing coping strategies.
- Signpost to support where there is diminished decision-making capacity.
- Work with the person living with dementia and those who support them regardless of age.
- Identify the need for community-based post-diagnostic support (examples include but not limited to an Alzheimer Café, Support Group, or education programme). Lead or, working with ASI or allied health and social care professionals and volunteers, support the delivery of the project, within ASI budgetary and DA service time capacity available.

Grow demand for service.

- Proactively find opportunities to engage with clients and their families with a particular emphasis on engaging with new or early diagnosed clients, including working with ASI's Mobile Information Service, delivering talks and presentations in the community and at identified events and conferences, in consultation with your line manager.
- Liaise with ASI services including the National Helpline, for direct client referrals.
- Promote and build relationships with other health and social care professionals, community-based and private organizations who may provide referrals for the DA service including primary care, health professionals, public health nurses, MTRRs, memory assessment services.
- Regularly review process of engagement with potential clients and their carers to ensure that the changing needs of this population are being adequately catered for by the Dementia Adviser and the services of The Alzheimer Society of Ireland.
- Achieve agreed Key Performance Indicators (KPI's) relating to dementia adviser role within agreed timeframes.

3: Engage and network within the local Community.

- Identify and liaise with ASI services and supports (support groups, social clubs, café's, home, and daycare etc.) and other services & community resources to support people concerned about their cognitive health and with a diagnosis of dementia and their carers to connect with appropriate service and supports.
- Liaise with and promote The Alzheimer Society of Ireland's information services such as the Helpline as a resource for people for their journey with dementia and their carers, families and professionals working with them.
- Initiate, develop, and maintain effective working relationships with other professionals working in the field of dementia, in the voluntary statutory and private sectors in the area.
- Act as an ambassador for The Alzheimer Society of Ireland when dealing with the public.
- Actively support the Understand Community Activation Program including participating in awareness-raising and stigma reducing activities in their area, supporting this national campaign.

4: <u>Maintain Quality and Standards</u>

- Establish and maintain a database of people using the service, recording relevant data aligned to national KPIs as directed.
- Record and monitor all work undertaken and produce regular progress reports to enable effective monitoring and evaluation of the Dementia Adviser service.
- Develop an evolving database of local information, contacts, and experiences.
- As part of a learning organization, is personally committed to ongoing development and continuous improvement.
- Adhere to ASI's policies and procedures and other external legislative and regulatory requirements.
- Protect the security of client information, in both paper and electronic formats, from unauthorized access.
- Ensure that information, both in paper and electronic formats, is of high quality.

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. This Job description outlines the main duties. However, in an organization such as The Society, tasks may inevitably 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

- Have a primary degree or equivalent in a relevant health care area such as registered nurse/occupational therapy/social work.
- Have demonstrated knowledge and an understanding of dementia and related issues.
- Have excellent knowledge and skills in working with people with dementia.
- Understand dementia and its effect on the lives of those diagnosed.
- Demonstrate commitment to continuing professional development.
- Experience in the community care sector.
- Awareness of the legal aspects of working with vulnerable adults, Enduring Power of Attorney, Ward of Court desirable and the Assisted Decision-making capacity legislation.

Skills/Competencies

Leadership:

- Ability to collaborate with professionals/key stakeholders to maximize support and quality of care afforded to people living with dementia, their families, and carers.
- Ability to act as a resource and role model for Dementia care practice.
- Demonstrate a good understanding of role/wider relevant operational/organisational networks.
- Demonstrate ability to work as a team and under own initiative, including the ability to self-manage.

Communication and Interpersonal Skills:

- Excellent communication (written and verbal) and interpersonal skills including the ability to relate purposefully and communicate effectively with a person with dementia and their carers in a range of settings and in a manner, which shows sensitivity and understanding of their need.
- Strong active listening skill and facilitation skills including the ability to engage collaboratively with the person and family/carers to support the person with dementia to be included in the decision-making process concerning their current and future care preferences.
- Ability to treat the person with dementia with respect and dignity adopting a culturally sensitive approach that considers the needs of the whole person.
- Ability to communicate, negotiate and represent the persons' values and decisions concerning their person-centred care plan when appropriate to do so, and in collaboration with the relevant colleagues in both primary and secondary care within the Voluntary, Community and Health sector.
- Ability to work effectively as part of a multidisciplinary team.
- Ability to communicate at multiple levels across organisations, primary care teams, community care, acute care, mental health services and other voluntary organisations.

Commitment to Providing a Quality Service:

- Ability to organise and ensure quality administration.
- Ability to participate in the evaluation of the service on an ongoing basis and contribute to evidence-based practice regarding the well-being of a person living with dementia, their families, and carers.
- Ability to implement change to improve service delivery.
- Ability to take on a supporting role in the development and enhancement of quality-driven dementia care.
- Demonstrate competency in the general use of information technology.

Other

- A full clean driving license will be required as the role will involve travel.

- Commitment to striving for excellence.
- Motivated self-starter
- Integrity, Empathy and Respect
- Reliability and flexibility
- Personal drive and commitment

KEY RELATIONSHIPS

Internal

The governance of this service will also be overseen by an oversight group comprising representatives from the ASI, the HSE and the National Dementia Office.

Within ASI the person appointed will develop key relationships with:

- ASI Helpline & Information Officer & team
- ASI local services and supports Managers.
- ASI Operations Managers
- ASI Communications Manager
- ASI Advocacy Manager and team
- ASI Fundraising Manager and team
- ASI Quality, Safety & Practice Development Team
- ASI Data Protection & Legal Officer.

External

The person appointed to this post will integrate with existing and developing services within the HSE, National Dementia office and Community supporting the delivery of coordinated care to the person with dementia and their families. The Dementia Adviser will liaise with a range of health and social care professionals, including Clinicians (but not limited to).

- Primary Care Teams
- GPs and Practice Nurses
- Memory Assessment Services & Memory Clinics
- Hospital based teams and Consultants working with PlwD including Geriatricians, Psychiatrists & Neurologists
- Community Mental Health Care teams
- Integrated Care Programme teams
- Community organisations
- Memory Technology Resource Rooms
- Local CIC's & other statutory & voluntary organisations
- HSE Understand Together Community Activation Programme.