Position Description

Created: January 2018

Position Title: Specialism Dementia Clinician
EFT: 1.0
Department: Client Services
Location: Geelong (Barwon South West Region)

Position reports to: Program Manager, Rural Services
Position supervises: NIL

Purpose of Position: This position contributes to Dementia Australia's Mission through the provision of information, counselling, referral, resourcing and innovative responsive service models - including specialist services to people with less common forms of dementia.

Position Objectives and Responsibilities

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<tr>
<th>Position Parameters</th>
<th>Position Responsibilities</th>
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<td>• The incumbent is expected to exercise initiative and problem solve with considerable autonomy, under broad direction from the Program Manager, Rural Services.</td>
<td>• Provide specialist services to people with less common forms of dementia, and their family members and carers.</td>
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<td>• This position operates according to the ethical standards and protocols applicable to the incumbent's professional discipline, and the service standards, policies and procedures of the organisation.</td>
<td>• Support people with dementia, their families and carers by providing counselling, information, education, referral and other interventions.</td>
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<td>• This position operates in accordance with the objectives and strategies of the organisation’s Departmental Plan (for Client Services Department) and will undertake priority activities as determined by the General Manager of Client Services.</td>
<td>• Provide secondary consultation with staff colleagues, both in the Barwon South West and other regions, in regard to less common forms of dementia.</td>
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<td>• This position works collaboratively with other Dementia Australia staff within the context of the National Program.</td>
<td>• Provision of brief, episodic counselling services, in person or by telephone or web.</td>
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<td>• Participate in processes that align with Client Services' centralised intake system.</td>
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</table>
- Provide appropriate and timely services to clients.
- Either directly, or via support to Dementia Australia staff in other regions, establish evidence-based ‘support group’ models.
- Establish and maintain consistent partnerships and service linkages with key Victorian service organisations in particular Cognitive Dementia and Memory Services, Aged Care Assessment Services and other key agencies and individuals.
- Document and report all aspects of service delivery according to specified procedures.
- Participate in qualitative and quantitative evaluation of the service model.
- Resource, support and promote telephone and internet based support service models, including the National Dementia Helpline.
- Liaise with volunteers in support of services to people impacted by dementia.
- Provision of dementia related information and training sessions to volunteers, service providers, community members and the general public aimed at enhancing knowledge and skills.
- Facilitate group work as required.
- Liaise broadly and promote Dementia Australia’s services in the region.
- Participate in the development of innovative service models for people with dementia and their families.
- Participate in and contribute to service evaluations, planning and development.
- Engage in staff supervision and professional development sessions aimed at continually improving quality service provision.

### Management Support
- Work co-operatively and collaboratively with the Client Services Leadership Team and other staff and contractors to ensure achievement of the objectives of the Client Services Department.
- Prepare reports as required by the General Manager of Client Services.
- Bring to the attention of the Program Manager Rural Services, any matter of significance to the achievement of the objectives of the Client Services Department.
- Participate in other team projects/activities relevant to the position.

### Supervision
- Participate in supervision (including peer supervision) provided by the organisation, as appropriate to the appointment.
- Participate as required, to provide buddy/peer support to new employees who are employed as Counsellors/Dementia Consultants.
- Participate in the Performance Development and Review process.
Qualifications: Tertiary qualifications in psychology, social work or another related area in the health and social services sectors.

Experience, Skills and Knowledge:

1. A preparedness to meet the broader needs of the organisation while meeting the specific objectives of the role;
2. A willingness to work cooperatively and collaboratively within the Client Services team and with the organisation's staff, volunteers and clients;
3. A commitment to quality service delivery;
4. Well developed organisational skills and good attention to detail;
5. Highly developed interpersonal skills;
6. Capacity to work autonomously, often as a sole worker, and to be a self-starter, with demonstrated initiative;
7. An empathy and concern for people with dementia, their families and carers;
8. Tertiary qualifications in a relevant discipline,*
9. Eligibility for registration with, or membership of, a relevant professional body or association (eg Australian Health Practitioner Regulation Agency or Australian Association of Social Workers);*
10. Expert knowledge of the causes, neurological underpinnings and manifestations of dementia and its impacts on family members;*
11. Extensive counselling, screening and assessment experience including telephone and web based counselling;*
12. Experience in delivering educational and group programs;*
13. Demonstrated capacity to forge strong links and effective communication with key service providers;*
14. Excellent interpersonal and communication skills and a demonstrated capacity to deliver high quality presentations;*
15. Well-developed case note, record keeping and report writing skills;*
16. Knowledge of the issues involved in dementia and an understanding of the Aged Care and Disability Sectors.*

* Key selection criteria

Conditions of Employment:

- A six month qualifying period applies to all new incumbents.
- Salary packaging is available.

Additional Requirements:

The (prospective) employee will be required to:

1. Maintain a current driver’s licence in the relevant state.
2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
3. Undertake a Police Check prior to being offered the position.
4. Be flexible in work hours at times to meet the reasonable demands of this position.
5. Be willing to undertake travel as may be required with the position.

Signatures:
The employee’s signature indicates:

- that the employee has read, understood and accepted this Position Description.
- that the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

Employee: __________________________

Manager: __________________________

Name: ____________________________

Date: ____________________________