

**Role Description**

**Our Vision**

A world where everyone

 can love later life

**Our Mission**

To help people enjoy a better later life

**Job Title**

**My Life My Way Community Navigator**

**Our Values**

*We are passionate and determined about making later life better*

*We work together as one team believing in the potential of people*

*We set the standard of success for ourselves and others to follow*

*We act with integrity and show pride in everything we do*

**ROLE DESCRIPTION**

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| Job Title: | My Life My Way Community Navigator |
| Current Division & Department Name: | Charity |
| Current Location: | Belfast Trust area |
| Type of role: | Individual Contributor |
| Hours of Work: | 35 hours |
| Contractual Status of Role: | Fixed Term Contract – 31 December 2019 |
| Job Title of Line Manager: | Head of Well Being Services |
| Job Titles and number of any direct reports:  | Age NI Information and support volunteers |
| Job Purpose: | To be responsible for the delivery of My Life, My Way Project and to work in co-operation with the Community and Voluntary sector, volunteers, clients and/or carers in providing agreed care options. |
| Main Responsibilities/ Deliverables: | * To deliver the dementia navigator program
* To ensure a confidential and person centred approach to access care options and secure appropriate interventions within or outside the home.
* To enable older people/carers to avail of appropriate services and activities to support independence and wellbeing
* To comply with all the reporting requirements to ensure robust governance of the project including maintenance of accurate records
* To ensure compliance with internal procedures and appropriate legislation relevant to the role
* To build trusting and supportive relationships with older people / Carers who have care support needs
* To work in conjunction with other teams (internal & external) to develop links and partnerships with both statutory and voluntary agencies
* To recruit, manage and support project volunteers
* To hold focus sessions and seminars on best practice.
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| Quantitative Aspects of Role: | * To meet/exceed agreed casework targets in line with agreed plans effectively.
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| Experience: | * Experience of working with people with dementia
* Experience of assessing and identifying the care needs of older people/carers in a similar environment
* Proven experience in a supervisory role in a Health and Social care setting
* Proven experience of working within a client centred context
* Experience in service quality assessment and of using an IT recording system
* Experience of recruiting, training and managing volunteers.
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| Knowledge: | * Knowledge of the ageing process including dementia, care needs and related health issues
* Knowledge and understanding of services and community activity for older people provided by statutory, voluntary and community sector
* Knowledge of the voluntary sector and in particular volunteering and good practice.
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| Skills: | * Good organisational, planning and time management skills
* Able to demonstrate excellent communication skills including the ability to work sensitively in difficult circumstances with empathy, compassion and understanding
* A professional approach and ability to work independently
* A commitment to team working and collaboration particularly within the network membership
* Ability to analyse and provide creative solutions to problems.
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| Qualifications: | One of the professional qualifications below [*desirable]:** a professional social work qualification and registered on the appropriate part of the Northern Ireland Social Care Council (NISCC) register, without condition; **or**
* a first level registered nurse on the appropriate part of the Nursing and Midwifery Council register; **or**
* allied health professions registered with the Health Professions Council;

 **or*** Level 5 Diploma in Leadership for Health and Social Care Services (Adults’ Management) Wales & Northern Ireland and registered, or be eligible for registration on appointment, on the appropriate part of the NISCC register, without condition; **or**
* NVQ 4 in Health and Social Care (**or** Management), with relevant experience and registration as above.
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| Additional Circumstances: | * Post holder will be subject to an enhanced Access NI check. Please read Access NI Code of Practice
* Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post.
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| * **Notes: *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.***
* ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.***
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