**MEMORY SUPPORT GROUP FACILITATOR**

**JOB DESCRIPTION**

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| **Job Title:** | **MEMORY SUPPORT GROUP FACILITATOR** |
| **Salary:** | £15.00 per hour |
| **Hours of Work:** | 16 hours per week |
| **Responsible to:** | Wellbeing Services Manager |
| **Based at:** | Ann Owens Centre  Oak Lane  East Finchley  London N2 8LT  154 Station Road Hendon NW4 3SP  And other locations throughout the borough as required. |
| **Purpose of Job:** | To prepare, coordinate and facilitate weekly group discussion and activity-based sessions for older adults with memory concerns, Mild Cognitive Impairment, and diagnoses of Dementia. |

**DUTIES**

* To prepare, coordinate and facilitate weekly group discussion and activity-based sessions for older adults with memory concerns, Mild Cognitive Impairment, and diagnoses of Dementia.
* Working in collaboration with Professor Catherine Loveday and Age UK Barnet staff to develop sessions and worksheets which provide cognitive and social stimulation.
* Carrying out psychometric tests such as the Mini Mental State Examination, Everyday Memory Questionnaire and Quality of Life questionnaires to assess new referrals’ suitability for the course.
* Contacting referrals and/or family members via telephone or email to provide up to date information on the course, to invite to assessment, or to gently remind them of upcoming sessions.
* Liaising with Barnet NHS Memory Service, Age UK Barnet teams and others to accept and manage client referrals.
* Using considerate, empathetic and patient communication whilst guiding conversation, and providing a safe setting in which participants can find reassurance in others experiencing similar memory lapses.
* Identifying & book approparite venues throughout the borough to run the sessions.
* Prepare venue prior to clients arriving and sessions beginning.
* Keeping clear, concise documentation of referrals, patient contact, and assessment scores.
* Manage, support and supervise volunteers to ensure the effective running of the sessions.
* Working in partnership with, and gathering feedback from, participants and family members or carers.
* With AUKB colleagues produce publicity material to promote the courses.

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* Keep accurate records and monitoring information of service users, using Charity Log, Age UK Barnet’s client management system. Signpost older people to suitable other approparite services, projects or activities.
* Writing reports and collating data for funders and others.

* The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.

**Age UK Barnet is committed to safeguarding and promoting the welfare of vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.**

**PERSON SPECIFICATION FOR MEMORY SUPPORT GROUP FACILITATOR**

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|  | CRITERIA | **ESSENTIAL OR DESIRABLE** |
|  | **KNOWLEDGE** |  |
|  | A formal education in psychology or a related discipline. | E |
|  | An understanding of the needs and concerns of older people, particularly those with cognitive issues and dementia | E |
|  | Knowledge of health issues affecting older people | E |
|  | Knowledge of statutory or voluntary agencies in Barnet and how they relate to those over 55 years of age. | D |
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|  | **SKILLS & ABILITIES** |  |
|  | Excellent verbal & written communication skills in the English language. | E |
|  | Have an ability to be reassuring, compassionate and motivating. | E |
|  | Knowing when to seek advice and being & and willing to learn from experts. | E |
|  | Build effective working relationships with people and organisations representing people of different cultures, background and beliefs. | E |
|  | Numerate | E |
|  | Ability to work alone and as part of a team | E |
|  | Prioritise workload and work to deadlines | E |
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|  | **EXPERIENCE** |  |
|  | Experience of or willingness to be trained in conducting neuropsychological assessments. | E |
|  | Working with and supporting volunteers | D |
|  | Maintaining reporting systems | D |
|  | Planning & Facilitating Groups | E |
|  | Using client management or in-house databases for recording and collating data. | E |
|  | MS Office applications particularly Word and Excel. | E |
|  | Experience using, email and the internet | E |
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|  | **EQUALITY DIVERSITY & INCLUSION** |  |
|  | Commitment to incorporating Equity, Diversity & Inclusion principles into all aspects of work. | E |
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|  | **ADDITIONAL** |  |
|  | Must occasionally be able to work outside of usual working hours. | E |
|  | Have a full driving license and use of a car | D |