

# **PUBLIC NOTICE**

## **SAFEGUARDING DIRECTORATE VACANCY FOR SOCIAL CARE OFFICER**

The Safeguarding Directorate has a vacancy for a Social Care Officer to work within Children's Services. The Social Care Officer will be responsible for supporting the provision of social care/work including children in need, family assessment, registration of child-minders and crèche's, assessment and support for disabled and vulnerable children who are at risk.

Duties of the post include:

- Working to support children, young people and their families to achieve better life chances.
- Working in partnership and attending meetings with other agencies, such as Housing, Education, Health and the Police.
- With support and training, develop assessment and report writing skills, undertake parenting programmes and direct work with children.
- Working in a non-judgemental and anti-oppressive way to ensure equality for all.
- Maintaining clear accurate records and files

Training, support and a comprehensive induction plan is available for the successful candidate. There is a requirement of the role that some work may be undertaken outside of normal hours.

The successful candidate will possess the following :

- GCSE or equivalent in English Language at Grade C or above.
- Valid Driving Licence.
- Experience of working with vulnerable people and supporting others.
- Previous experience in report writing.

Salary for the post is at Grade D, commencing at £11, 034.00 per annum.

For further information about the post please contact Ms. Stephanie Jones, Children's Services Team Manager on telephone number 23312 or via email address [stephanie.jones@sainthelena.gov.sh](mailto:stephanie.jones@sainthelena.gov.sh) A copy of the job profile and an application form is available from Sasha Osborne who is contactable on 22713 or by email: [sasha.osborne@sainthelena.gov.sh](mailto:sasha.osborne@sainthelena.gov.sh)

The closing date for completed applications is on Friday, 08<sup>th</sup> June 2018. Applications should be submitted to Sherrilee Phillips, HR & Admin Officer, Safeguarding Directorate, Brick House or emailed to [sherrilee.phillips@sainthelena.gov.sh](mailto:sherrilee.phillips@sainthelena.gov.sh)

Matt Ansell (Mr)  
Director

23<sup>rd</sup> May 2018

**Safeguarding Directorate**