



# PUBLIC NOTICE

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## VACANCY COMMUNITY CARE OFFICER (ADULTS & COMMUNITY)

The Children & Adult Social Care Directorate is seeking to recruit a highly motivated person to fill their vacant post of Community Care Officer (Adults & Community).

The Community Care Officer will assist in the provision of one-to-one support to enable vulnerable adults to remain living independently in their own homes. The individual's vulnerability could be due to mental or physical disability, frailty or illness. Support will include assessment of needs and provision of personal care relating to client's needs, where appropriate, and as may be required. To provide respite sessions including time in the community and supporting access to day services.

An important part of this role will be developing supportive relationships with those you are supporting in their own homes and in the community so that they can continue to live an independent life whilst being safe.

Applicants should have the following qualifications and experience:

- GCSE in Maths and English or equivalent at Grade C or above, or willing to work towards (applicants without a Level 2 qualification in English may still apply and can undertake a functional skills assessment as part of the recruitment process);
- Valid Driving Licence;
- Experience in working with people diagnosed with Mental Illness or those with various disabilities is a preference and/or a commitment to ongoing training to gain experience in working with vulnerable adults.

Applicants should have good organisational skills and the ability to prioritise workload to meet deadlines. They should be able to produce accurate and clear written communications and have excellent oral communication skills with the ability to empathise with clients combined with genuine desire to improve the quality of life for clients.

Salary for this post is Grade C commencing at £9,259 per annum.

For further information about the duties of the post and a copy of the job profile, interested persons should contact Mr Philbert Howell, Team Manager (Adults & Community) on telephone number 22078 or e-mail: [Philbert.howell@sainthelena.gov.sh](mailto:Philbert.howell@sainthelena.gov.sh)

Application forms, which are available from Corporate Human Resources and Children & Adult Social Care Directorate, should be submitted through Directors where applicable, to Sharina Williams, Human

Resources Officer, Corporate Human Resources, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than 4pm on Tuesday 07 April 2020.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

*SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.*

**Children & Adult Social Care Directorate**

**24 March 2020**

Children & Adult Social Care Directorate, St Helena Government, The Castle, Jamestown, Island of St Helena,  
South Atlantic Ocean, STHL 1ZZ Telephone: +(290) 22713 Email: [tracy.poole-nandy@sainthelena.gov.sh](mailto:tracy.poole-nandy@sainthelena.gov.sh)

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