



St Helena
Government

PUBLIC NOTICE

VACANCY SOCIAL CARE OFFICER (Children's Services)

Do you want to make a difference in your community? Could you become an effective **Social Care Officer**?

In this role candidates are expected to establish supportive and professional relationships with clients and deal effectively with unpredictable and challenging situations in a professional and sensitive manner.

This post will be for a fixed-term period **up to 31 December 2020**. If you are interested, **please contact us soon** via the details provided.

The following are essential...

- **Qualification in Social Care** at a minimum of Diploma level, or willing to work towards achieving or **GCSE or equivalent in English Language** at Grade C or above and be willing to work towards a qualification in Social Care
- **Valid Class A Driving Licence**
- Intermediate **IT Skills** in **Word, Excel** and **Database**

Previous experience in **general administration** and **working with vulnerable people and supporting others** are necessary, as well as an **interest/participation in some aspect of your local community** is also useful.

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.

Salary for this post is in Grade D commencing at **£11,034 per annum**.

For **further information** about the duties of the post and a copy of the job profile, interested persons should contact **Adele McMahon**, Team Manager (Children's Services) on telephone number 23312 or email: adele.mcmahon@sainthelena.gov.sh.

Application forms, which are available from Corporate Human Resources and Children & Adult Social Care Directorate or on the SHG website at: www.sainthelena.gov.sh/vacancies should be submitted through Directors where applicable, to Sharina Williams, Human Resources Officer, The Castle or email recruitment@sainthelena.gov.sh by **no later than Wednesday, 7 October 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.