



JOB DESCRIPTION

Position: Family and Community Advisor, Pitcairn Island

Job Role:

- i) Capacity Building: The Family and Community Advisor (FCA) is responsible for supporting the newly developing social welfare system on Pitcairn island. This includes ensuring the implementation of effective child safeguarding services, the management of risk to child safety and mentoring of Pitcairn Island Government Officers with responsibility for the welfare of children and older people
- ii) Social Work functions: alongside building the capacity of the island to ensure the welfare of its inhabitants the FCA is responsible for overseeing the monitoring of children and older people and for coordinating and implementing safeguarding procedures, in the event of a safeguarding incident implementation of Pitcairn Island procedures should be undertaken in collaboration with the British Government.

SPECIFIC TASKS

1. To develop Social Welfare Portfolio through a Community Development approach.

1. To advise and assist the Division Manager for Community Development in the management of a care and protection system for the most vulnerable community members, and address any other identified welfare needs.
2. To train and support the Division Manager and other Social Welfare post holders to carry out their duties and help develop sustainable, contemporary social support services for Pitcairn.
3. In conjunction with the Divisional Manager and/or other social welfare post holders:-
 - a) To offer counseling and other support services (such as facilitating dialogue) to individuals, couples and families who require particular assistance.
 - b) To be available to Islanders through offering community education and, as appropriate, assistance, advice, training and support on any social welfare and community development matters that arise.
 - c) To offer guidance information about personal development, careers etc. to young people.
 - d) To facilitate support; training and advice on parenting as required.
 - e) To support the Teacher's role to enable the intellectual development of children and young people; to support the pre-school teacher in the provision of pre-school activities
 - f) To work with the Doctor to promote healthy lifestyles on Pitcairn; to educate all islanders and inform children and young people about healthy living.

- g) Collaborate with other professionals in NZ and on Pitcairn in relation to the development of social welfare services and to encourage community development processes

In recognition of the ageing population and their increasing care needs, to offer care and support to the elderly population in conjunction with the Elderly Care Worker and Divisional Manager.

2. To support and maintain effective Child Safeguarding Services.

1. To oversee implementation and monitor adherence to Pitcairn Island Policy and procedures for safeguarding children. Taking a lead in implementation of procedures and working with and providing professional support to other off-island professionals should child safeguarding issues arise
2. To convene, chair and record periodic multi-agency meetings to review all aspects of the development of individual children and young people on Pitcairn and to lead on providing/updating individual child assessments
3. To oversee ongoing monitoring of the safety, physical and emotional well being and healthy development of children and young people on Pitcairn Island.
4. To propose recommendations to the Council and to Pitcairn Island Safeguarding Children's Committee about the best ways to meet child welfare and other welfare needs on the Island
5. To convene and chair the Child Crisis Group should a concern have been reported and require follow-up
6. To provide follow up training to off-Islanders in Safeguarding awareness as required
7. To promote knowledge and understanding of Children's Rights among Pitcairn Islanders
8. Develop policies and practices based on best practice approaches as defined by current literature and practice in NZ and UK
9. To actively participate in the monthly off-island professional child safeguarding meetings and provide ongoing and ad hoc support and advice to off-island professionals working with children

Required Competencies

1. At least 5 years experience as a qualified community worker, social worker/counselor (preferably in a senior position), highly skilled in working with individuals, groups, families and communities in the fields of
 - Community development, particularly around governance issues
 - Social welfare provision in isolated communities
 - Co-operating with multi-disciplinary teams.
 - Child safeguarding
2. Experience of counseling and an ability to engage clients effectively in the counseling process. To facilitate the accessing of off-Island counseling where appropriate.

3. A good understanding and preferably experience in:
 - the principles of child safeguarding and relevant legislation
 - supporting individuals and families in distress.
4. The ability to design and support others to deliver awareness raising education programmes in the areas of childcare, parenting skills, keeping children safe and injury prevention.
5. Experience and understanding of community development approaches and direct experience of working with communities in isolated areas.
6. The ability to translate identified needs into effective services to meet those needs.
7. The ability to make appropriate policy and resource recommendations.
8. The ability to work collaboratively with professional colleagues and other official members of the Island community.
9. The ability to make sound professional judgments using literature based evidence and recognised professional ethics.
10. The ability to maintain professional independence and appropriate boundaries when working in close proximity to clients.
11. The ability to make effective use of clinical supervision and other professional supports.
12. Excellent report writing and clinical recording skills.

Person Specification

1. A recognised qualification in social work
2. An understanding and ability to work in an isolated and sometimes physically challenging environment.
3. To be flexible, innovative and independent.
4. To have excellent health
5. An interest in outdoor leisure activities relevant to Island life (e.g. fishing, boating building, weaving) may also be helpful.

Principal internal and external contacts:

- On-Island: Governor’s Representative, Division Manager Community Development Doctor, Teacher and Community Police Officer, .
- Off-Island: Department For International Development (DFID - Social Development Adviser), Pitcairn Island Office, specialist advisors for consultation on issues in particular, safeguarding practices and maintaining personal and professional integrity while living in an isolated, close-knit community.

Post Arrangements

- Responsible to:** Governor for Pitcairn Island
- Contract, terms and conditions:** arranged by Pitcairn Island Office
- Logistical support:** managed by Pitcairn Island Office, Auckland
- Contract Length:** One year posting
(extendable for second year by mutual agreement)

Post Supervision

The FCA is a senior post which will have tasks and responsibilities that in many circumstances are unpredictable and varied. As a result, the post holder will need substantial support from a supervisor or supervisory agency. This is particularly because of the isolated nature of the work and the need to maintain personal and professional discretion at all times. The post holder will therefore be supported through an agreed supervisor or through wider agency back-up. The supervision role is expected to entail a monitoring system which allows reporting, feedback and consultation, as well as review at set periods during the year.

Reporting

Monthly reports: Brief monthly update to Pitcairn Council.
Fuller monthly progress report to the Governor’s office cc DFID.
(Details of reporting requirements to be agreed with the Governor’s Office in coordination with DFID adviser).