



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Social Work Assistant		
<b>Department:</b>	Health & Social Services	<b>Section:</b>	Social Services
<b>Reports to:</b>	Team Leader Social Services		
<b>Grade:</b>	Falkland Islands Government Grade - F	<b>Job Code:</b>	203SA1

## Job Purpose

To provide direct support with personal and social needs to enable individuals to develop their potential and maintain or achieve independence. To work in partnership with the carers and families of those individual and other professionals.

## Main Accountabilities:

- To be responsible for promoting and safeguarding the well-being of individuals when providing a service
- To undertake direct work with service users either individually or in a group work setting and ensure that service users are fully involved in decision making in relation to their own plans
- To undertake a range of assessments of need in respect of children, adults and older people and implement, monitor, review and evaluate interventions undertaken with service users
- To attend and participate in multi-disciplinary meetings and advocate on behalf of service users
- Maintain confidentiality in line with government and departmental policy
- Keep appropriate written records, produce reports as required, in accordance with departmental policies and procedures
- Promote ethically sound practice, including equality of opportunity and anti-discriminatory practice
- To engage in regular supervision from the team manager in line with departmental policy and contribute to team service and development
- Take responsibility for own continued professional development using opportunities to participate in relevant training activities

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Additional Information:

All duties should be undertaken in accordance with health and safety requirements in line with government and departmental policy and guidance.

There is a requirement to participate in an out of hours rota on a regular basis.



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## **Criminal Record Checks: (*This post is regarded as a sensitive post*)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Please see the enclosed Frequently Asked Questions (FAQ) sheet.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	Social Work Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
English GCSE Grade C or above or equivalent level of education	✓		A/I
Full driving licence	✓		A
<b>Knowledge, Skills and Experience:</b>			
Significant experience of working with children and/or adults and older people in either formal or informal settings	✓		A/I/R
Ability to work in a professional manner	✓		A/I/R
Some experience in the use of ICT packages such as Excel, Outlook and Word	✓		A/I
Good communication skills, written and oral	✓		A/I
Ability to prioritise workloads and manage time effectively	✓		A/I
Good interpersonal skills	✓		A/I
Ability to work effectively within a team	✓		A/I/R
Ability to develop effective professional relationships with children and young people and their carers and/or adults	✓		A/I
Ability to speak a second language		✓	A
Experience of inter-agency, partnership and multi-disciplinary working		✓	A/I
ECDL		✓	A
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Understands and adheres to need for confidentiality	✓		A/I/R
Remains calm in high pressure situations	✓		A/I/R
Organised approach to work	✓		A/I/R

## Method of assessment:

A - Application Form  
I - Selection Interview  
R – Reference