



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

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| JOB TITLE: | Social Worker |
| TEAM: | Health Services |
| REPORTS TO: | Senior Medical Officer (Ascension Island Government day to day line management) and Saint Helena Social Work Manager (Case specific/technical supervision). Peer Supervision is provided by Hampshire County Council, UK. |

THIS POST REQUIRES AN ENHANCED DBS CHECK (or Equivalent)

JOB PURPOSE:

To work within the Community to provide a proactive and comprehensive Social Work service, operating in line with the statutory duties and responsibilities of the Ascension Island Government, and with strict adherence to agreed policies, procedures and best practice. The work includes direct case work with children and families and other adults in need as well as to provide advice and expertise to the Ascension Island Safeguarding Children's Board.

MAIN DUTIES:

As the only Social Worker on Ascension Island, a small island community, the post holder will be required to work independently and using their own initiative. The post holder will be required to lead on all Safeguarding issues and be the statutory welfare provision for the island in conjunction with partner agencies. The post holder will be a key member of the Ascension Island Safeguarding Children Board and lead on policy development. The work of the post holder will be guided by the changing needs of the population of Ascension.

The principal duties are:

1. Through a referral process, provide assessment and support for Children with support needs and Adults at Risk.
2. Complete Safeguarding enquiries in accordance with the Child Welfare Ordinance, (2011) and local Child Safeguarding Procedures.

3. Manage a caseload of clients, maintaining comprehensive and timely recording of interventions.
4. Build and maintain a high standard of proactive multi-agency working with statutory agencies i.e. Health, School, Police and Social Care in other geographical locations.
5. Undertake joint investigations with the police and assist with Achieving Best Evidence interviews.
6. Build on previous work undertaken and continue to develop the relatively new Social Work role on Island to meet the specific needs of the community.
7. Take appropriate action in conjunction with other agencies, within the legal and statutory framework, including Working Together, (2018).
8. As appropriate, liaise with overseas agencies when individuals who require further support are leaving Ascension and lead on any transition between locations.
9. Be responsible for the agenda and preparatory documents for the Ascension Island Safeguarding Children Board. Advising AIG on policy and procedure, areas of future work, writing policy and procedure as necessary.
10. Maintain the supervisory and regulatory function of registered Child Minders and provide support, advice and training to this group as required.
11. Maintain a supervisory and regulatory function to anyone volunteering with children or vulnerable groups.
12. Depending on experience and skills, to provide regular, structured training programmes, particularly in areas of Safeguarding, Mental Health and Domestic Violence to key stakeholders in the Ascension community.
13. Depending on experience and skills, provide structured training and proactive support to Mental Health First Aiders, Domestic Violence Champions and Organisational Welfare Leads.
14. Depending on experience and skills, and in collaboration with the hospital, to provide a distinct Social Work therapeutic function, supporting those experiencing mental health difficulties, trauma, substance use, family difficulties and other emotional difficulties.
15. Run specific, structured Social Work outreach clinics at the school, hospital and island wide organisations as appropriate.
16. To assist the Court as periodically directed, in providing Pre Sentence reports as required (training can be provided).
17. To run appropriate Safeguarding publicity campaigns in the local media and directly with employees and parents.
18. Maintain a proactive presence within the school and hospital, building positive relationships with staff and pupils.

19. To demonstrate a consistently high standard of practice that is child/person centred and puts the needs of vulnerable groups at the forefront of all activity.
20. To actively promote anti-discriminatory practice and the celebration of diversity. Challenge injustice, discrimination and lack of access to services within a local context.
21. To ensure a high standard of case recording and able to ensure reports and statements for Court and case conferences are prepared to a high standard, adhering to deadlines.
22. Liaise effectively with stakeholders on the island across a broad range of Safeguarding issues, providing advice and support as required.
23. To work with the Foreign, Commonwealth & Development Office and other UK Overseas Territories to deliver specific and wide-ranging initiatives.
24. The role holder may be required to work occasional evenings, weekends and public holidays, in order to meet service user needs.
25. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder. All AIG employees will be expected to carry out such other reasonable duties which may be required from time to time.

Disclosure and Barring Check

This post is classed as working within regulated activity or involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the Ascension Island Government pre-employment checks. If you are invited to an interview you will receive more information.

Health & Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Special Requirements

As a requirement of this role the post holder will need to have a full current driving licence. You will be required to travel to visit clients in their homes, workplaces and to attend meetings at sites other than your own work base.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Social Work England (SWE) recognised Social Work qualification and current SWE

- registration or equivalent.
- Significant post qualification experience including a broad range of direct Social Work and client groups, including both children and adults.
- Experience of providing therapeutic interventions to individuals and groups
- 2 years' experience working with child protection.
- Ability to take a community-based approach accounting for the specific context of the Social Work role on the island
- Experience working within a multi-disciplinary context.
- Knowledge of relevant legislation and be aware of recent developments in Social Work practice in the UK.
- A good understanding of equality issues and the ability to challenge issues arising.
- Insight of the pressures of working in a small community, and an understanding of professional behaviour in that context.
- An understanding of the intergenerational trauma within postcolonial communities.
- Be able to present expert advice to the Safeguarding Children Board and drive changes required from that forum
- Ability to communicate effectively with a wide range of individuals and organisations (including the ability to deliver Safeguarding and other training)
- Systemic and adaptive approach to work.
- Flexible approach, able to think creatively in meeting the needs of clients given the limited resources available on island.
- Personally and professionally resilient
- Highly motivated and ability to work autonomously.
- A Proficient user of Microsoft Office
- Full clean and current driving licence.

Desirable Criteria

- Counselling/Psychotherapy qualification
- Mental Health First Aider (or willingness to complete training)
- Domestic Abuse, Stalking and Harassment Training (or willingness to complete)
- Trained in Achieving Best Evidence.
- Experience of delivering training to key stakeholders
- Ability to contribute to the development of Social Work policies including the writing and management of such policies.
- Experience of providing reports to Court as appropriate.
- Experience working in a role where adult and children child protection is the primary focus
- Knowledge and experience of supporting people with mental health issues
- Experience of supporting people with alcohol issues
- Experience of living and working in small communities
- Experience of developmental roles

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

July 2025