



JOB DESCRIPTION

Position: Family and Community Advisor, Pitcairn Island

Objectives

- i) Support and maintain effective child safeguarding services on Pitcairn Island. (In the event of any safeguarding incident implementation of Pitcairn Island procedures will be undertaken in collaboration with the British Government).
- ii) Support and monitor the social welfare system on Pitcairn Island. Specific priority will be given to the welfare of children and the elderly, but will also involve work with families and couples.
- iii) Capacity building through support and training to Community Division staff and public education within the community.

Specific Tasks

1. Support and maintain effective child safeguarding services

The FCA Lead Professional Role

Under the direction of the Island Administrator, who is the designated child safeguarding officer on the island, the FCA will take on a lead role to ensure that the services of the Off-Island Professionals are coordinated and coherent in fulfilling child safeguarding duties. The Island Administrator will convene and coordinate the monthly Off-Island Professional child safeguarding meetings supported by the FCA. The FCA will attend Family Meetings, convene and Chair the Child Crisis Group and the Review Group, and ensure the implementation of all child safeguarding strategies under a multi-agency approach with the other Off-Island Professionals¹, under the Direction of the Island Administrator. Within this context the FCA will:

- 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.
- Lead a multi-agency child safeguarding approach with other off-island professionals, under the direction of the Island Administrator.
- Convene 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.
- Oversee ongoing monitoring of the safety, physical and emotional well-being and healthy development of children and young people on Pitcairn Island.
- Establish/implement an initiative “Partnership for Children” with parents, children, other off-Island professionals and HMG, based on the Strengthening Families approach².

¹ FCA Job Description to be shared with all Off-Island Professionals.

² See the New Zealand Strengthening Families initiative: www.strengtheningfamilies.govt.nz/

- Propose recommendations to the Council and other appropriate bodies about the best ways to meet child welfare and other welfare needs on the Island.
- Assist the Council and the Community Division in the development of a community based child abuse prevention plan, drawing in graduates from the previous Child Protection Studies (CPS) training.
- Identify Council and wider community training/mentoring needs, especially those people in leadership roles on the island, undertaking and/or procuring such training/mentoring as necessary.
- Convene and chair the Child Crisis Group should a concern have been reported and require follow-up.
- Provide training to off-Islanders in Safeguarding awareness as required.
- Promote knowledge and understanding of Children's Rights and Child Safeguarding among Pitcairn Islanders.
- Develop policies and practices based on best practice approaches as defined by current literature and practice in NZ and UK.
- Provide ongoing and ad hoc support and advice to off-island professionals working with children.
- Implement an adapted version of the CPS training for any newcomers to the island and ensure that any new children are integrated into the Partnership for Children strategy.
- In dealing with individual cases the FCA will act as a single point of contact for the child/family; coordinate the delivery of actions agreed by the professionals involved and regularly review progress.

2. Support and monitor the social welfare system

- Advise and assist the Division Manager and Portfolio Holder³ for Community Development in the management of a care and protection system for the most vulnerable community members, promote positive community initiatives and address any other identified welfare needs.
- 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.
- In conjunction with the Division Manager and/or other social welfare post holders⁴:
 - a. Offer counselling and other support services (such as facilitating dialogue) to individuals and families who require particular assistance.
 - b. Offer community education and, as appropriate, assistance, advice, training and support on any social welfare and community development matters that arise.
 - c. Facilitate support; training and advice on parenting as required.
 - d. 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.
 - e. Work with doctor and division manager to further improve care and support for the elderly at home. This will include the development of individual care plans for frail elderly people and close monitoring of implementation.
 - f. Train and support family members and carers to provide elderly care/support as per identified needs.
 - g. Contribute as required to the doctor and division manager work to promote healthy lifestyles on Pitcairn.
 - h. Work with the police officer to support child safeguarding and social cohesion in the community.
 - i. Collaborate with other professionals in NZ and on Pitcairn in relation to the development of social welfare services and to encourage community development processes.

³ The Portfolio Holders are Pitcairn Island Councillors.

⁴ The FCO will provide a briefing on the constitutional and administrative arrangements on Pitcairn.

Required Competencies

At least 10 years experience as a qualified social worker (preferably in a senior position), highly skilled in working with other professionals at a multi-agency level and with individuals, groups, families and communities in the fields of;

- Child safeguarding
 - Community development, particularly around governance issues
 - Social welfare provision in isolated communities
 - Leading and co-operating with multi-disciplinary teams
 - Delivering training programmes and mentoring professionals and non-professionals, especially with regard to child safeguarding issues.
2. Proven skills in reflective practice, strengths-based social work and responding to complex risk situations.
 3. An understanding of the basic principles of counselling and an ability to engage clients effectively in the initial stages of the counselling process.
 4. A good understanding and experience in:
 - the principles of child safeguarding
 - New Zealand and/ or British child protection systems and relevant legislation
 - The New Zealand “Strengthening Families” initiative
 - Working with and interviewing children (essential).
 - Supporting individuals and families in distress.
 - Family Group Conferences (FGC)
 5. 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.
 6. The ability to modify and deliver a version of the previously used Child Protection Studies course on island.
 7. Experience and understanding of community development approaches and direct experience of working with communities in isolated areas.
 8. The ability to translate identified needs into effective services to meet those needs.
 9. The ability to make appropriate policy and resource recommendations.
 10. The ability to work collaboratively with professional colleagues and other official members of the Island community.
 11. The ability to make sound professional judgments using literature based evidence and recognised professional ethics.
 12. The ability to maintain professional independence and appropriate boundaries when working in close proximity to clients.
 13. The ability to make effective use of clinical supervision and other professional supports.
 14. Excellent report writing and clinical recording skills.

Personal Qualities

1. A recognised qualification in social work and preferably at least 10 years' experience with a proven track record in child safeguarding.
2. Ability to work constructively with other professionals and non-professionals, with good mentoring and training skills.
3. Resilience, patience and tact and the ability to work in an isolated and sometimes physically challenging environment.
4. To be flexible, innovative and independent.
5. To be in good health, applicants will be expected to pass a medical
6. 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: Island Administrator, Doctor, Teacher, Police Officer, Mayor and Division Manager Community Development.
- Off-Island: DFID (Social Development Adviser, Health Adviser and Pitcairn Programme Manager), Deputy Governor, Pitcairn Island Office, Director of relevant NGO (if service commissioned through an NGO), 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: the FCA will be line managed by the Island Administrator who will oversee performance management on behalf of the Governor.

Contract, terms and conditions:

Managed by Pitcairn Island Office, Auckland

Logistical support:

Managed by Pitcairn Island Office, Auckland

Contract Length:

One year posting.

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 postholder 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 postholder will therefore be supported through an appointed 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:

Reporting through the Island Administrator the FCA will produce:

- i) Monthly updates to Pitcairn Island Council;
- ii) Detailed monthly progress reports for the Governor, DFID and PIO.
- iii) End of contract report detailing progress and outlining opportunities and challenges going forward.
- iv) End of contract handover notes for the next FCA, to be shared with the Governor's Office, DFID and PIO.
- v) Any other reports as required to be agreed with PIO (in coordination with the Island Administrator and the DFID Social Development adviser).