



FONDAZZJONI EJJEW
GĦANDI Central Office
72B, Triq Villambrosa,
Hamrun

Care Worker (Night) Job Description **Programm Sebħ** **(Ref.KE/2018/21)**

JOB DESCRIPTION

Job title: Night Care Worker (NCW)
Deadline Wednesday 12th December

Role Profile: The Night Care Worker forms part of the Programme Team of Programm Sebħ. They work in liaison with the Programme Manager, key workers and social support workers, to support and help women and their children to live in a home like atmosphere by empowering them with skills for further independent living thus helping them to strength their self-esteem and re-gain their dignity. The Night Care Worker, shall have overall accountability to the Programme Manager (PM), but are also accountable to the key worker on tasks assigned to them as part of the care plan of residents.

TERMS AND CONDITIONS

The salary for the post of Night Care Worker is that of €13,315 basic salary rising by annual increments of €250 up to a maximum of €16, 315. All increments are inclusive of the Cost of Living Wage Adjustment (COLA). The role also benefits from a shift allowance of €272.52 annually.

The new appointee will be required to undergo an induction phase and other relevant training which may be deemed necessary. The post is fulltime and is subject to six months probationary period. The person appointed will be subject to the rules and regulations of the Archdiocese of Malta.

KEY RESPONSIBILITIES:

Service Provision

The NCW forms part of the service delivery team. Together with the Programme Manager, the Key Workers and the Social Support Worker, the NCW has an important role to play in assisting residents. The NCW is required to:

- Support residents in their day-to-day needs, since they are the first call of contact to the residents during their shift;
- Keep regular contact with residents and support them in any issues that they may bring up during this contact;
- Provide regular feedback to key workers at intervals agreed upon by the key worker;
- Ensure that all the residents at the shelter are well informed on the policies and guidelines of the programme and that they abide by them;
- Coach residents to strengthen and/or develop practical skills such as parenting, budgeting, home-management and employment, in line with the care plan developed by the key worker;
- Encourage residents to participate in social activities organized by the programme and participate herself in such events;
- Work hand-in-hand with the Programme Team to support residents to regain their dignity, respect, security, talents and capabilities;
- Attend to reception duties as parts of their shift;
- Attend to any other duties related to the running of the Shelter, as deemed necessary by the Programme Manager;
- Continue to follow on tasks initiated by social support workers as will be handed over by them;

In relation to the Programme Team.

- Maintain a positive working relationship with the Programme Manager, other team members, with volunteers and any students on placements;
- Participate in staff meetings, case discussions, residents' meetings; support groups, any meetings related to service and any other meetings as required;
- Participate in any administrative work required and assigned by the Home Manager, particularly those related to the service;
- Report to the respective key workers any feedback related to their service user;
- Ensure that they are kept updated in the field and attend when asked they are to participate in service training courses, seminars, and conferences which

may be organized from time to time as part of their self- development training and responsibility towards the service;

- Attend regular supervision with the Programme Manager or any other person appointed by the Central Office;

Policy and Practice

- Participate in the review of the services policies and recommend any changes to the Manager;
- Keep record of all interventions with residents and provide regular feedback to key social workers at intervals agreed upon by the key worker;
- Keep all records in a safe and confidential manner as expected from a professional handling such sensitive information;
- Keep up to date with the progress by reading the logbook daily;
- Update logbook as an important means of communicating important incidents occurring during their duty;
- Abide with confidentiality policy at all times;
- Abide with any rules and regulations related to Health and Safety Procedures.
- Prepare ad hoc reports as requested by the respective Manager;
- Be available to work shifts according to the needs as directed by the Home Manager.
- Participate in fund raising activities as required;
- Meet legislative and all relevant regulatory requirements;
- Complete other necessary duties as required by the Senior Management Team;
- Refer any allegations of abuse to the Programme Manager who should be guided by the Policies and Procedures of the Archdiocese of Malta;
- Carry out duties in accordance with the policies and procedures of Programm Sebħ;
- Ensure the values of Ejjew Għandi and the Archdiocese of Malta are upheld;
- Carry out duties in accordance with Ejjew Għandi principles, policies and procedures .

Skills and attributes as members of the care team

- An optimistic outlook to life in order to be positive role models for every client;
- A can do attitude;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Knowledge and understanding of domestic violence;
- Observation, listening and empathic skills;
- An understanding of equal opportunity issues;
- Basic computer skills;
- Ability to communicate effectively with others;

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- Ability to remain patient, objective and positive under pressure.
- proficiency in the Maltese and English languages, both spoken and written, is required

MINIMUM REQUIREMENTS

Qualifications

- A qualification in the social field (e.g. social work or psychology) is preferable. Students working towards such a qualification are encouraged to apply.

and/or

Experience

- A minimum of 3 years experience of working woman who experienced domestic violence as a care worker or volunteer or student placement; or
- A minimum of 3 years experience of working in a residential setting or in social care;

HOW TO APPLY

Please send a written statement detailing how your skills match the requirements listed in this Job description and quoting Ref. KE/2018/21, together with your CV and the contact details for 2 Referees to:

Mr Andrew Azzopardi
Director
Fondazzjoni Ejjew Għandi
Email: info@ejjewghandi.org

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Ejjew Għandi to reflect the needs of the service. This Job Description should be read in conjunction with the NCW contract of service.

Ejjew Għandi's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission.

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