

**Job Description
Care Co-Ordinator**
Children Residential Homes
(Ref. FS/2019/09)

JOB TITLE	Care Co-ordinator
EMPLOYMENT BASIS	Full – Time Shift Basis including Afternoon, Morning, Day and Night Shifts
ROLE PROFILE	The Care Co-ordinator's role is to care for, nurture and supervise the residents residing in the home. It is the role of every member of staff to deliver a high quality of care, adhere to policies and procedures, work ethically and foster the values of the home.
TERMS AND CONDITIONS	<p>The salary for the post of Care Co-ordinator is €15,028 per annum rising by annual increments of €315 up to a maximum of €18,178. The role also benefits from €272.52 shift allowance and €512.52 annual government bonus.</p> <p>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.</p>
KEY RESPONSIBILITIES	<p>Added responsibilities of a Care Co-ordinator</p> <ul style="list-style-type: none">• To be a point of reference for each resident entrusted to their care;• To lead the team of care workers working with the residents;• To nurture a meaningful and caring relationship with each resident entrusted to their care;• To implement each resident's care plan;• To follow up with each resident their progress on all levels of care, especially health, education and contact with family;• To be a role model to every resident and other care workers.• To attend meetings in relation to each resident under their care as required. <p>General care of the Resident</p> <ul style="list-style-type: none">• To ensure that every resident is cared for at all times;• To do anything necessary to provide care to each resident with a particular emphasis to emotional warmth, hygiene, stimulation and stability;• To organise fun, age-appropriate activities in and out of the home for residents;• To assist in preparing food and serve meals and refreshments to residents.• To ensure that each resident lives in a nurturing and loving home;• To support every resident in their educational development. <p>Administrative duties</p> <ul style="list-style-type: none">• To keep daily, detailed and accurate records on every resident;• To promptly report any concerns of abuse or maltreatment to the management of the home;

- To keep up to date with the progress of each resident by reading and recording on the logbook daily;
- To ensure that the rules of the home are followed by all residents;
- To perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens;
- To follow tasks as delegated by social workers and the management of the home;
- To either drive or accompany residents to and from school, on outings, and to medical appointments, whenever required;
- To attend regular supervision and further their professional development;
- To be available to work shifts according to the residents's needs as directed by the Home Manager.

Skills and attributes as members of the care team

- An optimistic outlook to life in order to be positive role models for every resident;
- A can do attitude;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Understanding and managing resident behaviour;
- Knowledge and understanding of resident development;
- Observation, listening and empathic skills;
- An understanding of equal opportunity issues;
- Basic computer skills;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure.

JOB REQUIREMENTS

Qualifications

- A qualification in the Social field is preferable (Health & Social Care Workers, Psychology Graduates, Youth Workers,). Students working towards such a qualification are also encouraged to apply.
- Minimum requirement is to have some form of qualification in a Social field particularly Residential Care Work or in working with residents.
- A clean Manual Driving Licence.

Experience

- Experience of working with residents as a care worker or volunteer or student placement is desirable.

HOW TO APPLY

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting **Ref. FS/2019/09**, together with your CV, police conduct and the contact details for 2 Referees to:

Mark Pellicano
Residents's Services Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebh to reflect the needs of the service. This Job Description should be read in conjunction with the NCW contract of service. Talent acquisition procedures reflect our commitment to protecting residents 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.