

**Job Description
Child Care Worker
Arzella Plus Service
(Ref. FS/2020/05)**

JOB TITLE:	Child Care Worker
EMPLOYMENT BASIS:	Part-time Casual
DIVISION:	Arzella Plus Service
REPORTS TO:	Home Manager
DEADLINE:	Open Call

ROLE PROFILE: The Child Care Worker will be required to work with children aged between 6 months to 10 years, in the afternoon and holiday programme. The worker will be required to assist children in the physical, social, educational and psychological aspect of the children's development. S/he will nurture positive relationships with and between children. 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 Service.

TERMS AND CONDITIONS: The new appointee will be required to undergo an induction phase and other relevant training, which may be deemed necessary. The post is on a part-time casual basis 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:**
- General care of the child**
- Assist children in the physical, social, educational and psychological aspects of their development;
 - Assist in homework;
 - Provide crafts and creative play activities;
 - Monitor and engage children during recreational play;
 - Coach children in teamwork and other social skills;
 - Ensure children's emotional well-being and promote their confidence and self-esteem;

- Provide learning experiences and a stimulating environment that challenge and enable children to grow in confidence and independence;
- Maintain a clean, healthy and organised environment, and engage children in keep such an environment.

Promotion of Safety

- Implements all the Service's policies relating to the safety and protection of children;
- Maintains utmost confidentiality with regards to any information about the children;
- Assists the child and is responsible for them until the moment their parents pick them up, even if the parent is late;
- Regulates who is allowed in and out of the premises through the use of CCTV cameras and intercom service installed within the premises, as well as the sign-in and sign-out register;
- Fills in an incident report if a child gets injured;
- Supervises the children at all times.

Working in Partnership with Parents/Carers and other Professionals

- Ensures a warm and welcoming approach to parents/carers who encourage their participation and involvement in the Centre's activities;
- Develops positive relationships with parents/carers and is sensitive to their needs;
- Supports parents/carers to develop their understanding of how their child learns;
- Is sensitive to the individual needs of parents/carers;
- Liaise closely with other professionals and give regular feedback in relation to the child's development and behavior;
- Participate in meetings with other professionals as required;

Policy and Practice

- Have a sound knowledge of and comply with the policies and procedures relating to the safety and well-being of the children – health and safety, security, confidentiality and data-protection – reporting any concerns to the Childcare Centre Co-ordinator;
- Takes appropriate action in cases of emergency, urgent matters or abuse, as stated by the Centre's policies and procedures;
- Refers any allegations of abuse to the Home Manager;
- Understands and promotes inclusion and equality policies and procedures;
- Documents and reports information as assigned by the Home Manager or other professionals;
- Keeps daily, detailed and accurate records on every child, and update logbook on a daily basis;

Registered Organisation: **VO/1622**

Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Hamrun HMR 1127

info@sebh.mt; www.sebh.mt

- Keeps up to date with the progress of each child by reading the logbook daily.
- Participate in meetings with the service co-ordinator and social workers as required;
- Attends regular supervision and further their professional development;

In relation to the Team.

- Works in a team and is respectable towards the peer group and management;
- Attends and participates in all team meetings;
- Contributes ideas, suggestions and observations regarding the effectiveness of the daily programme and weekly activities as planned and implemented to improve the development of each child;
- Undertakes appropriate training opportunities and professional development in order to maintain a high-quality provision;
- Through regular supervision and performance reviews, identifies and undertakes appropriate training and professional development opportunities that ensure the necessary skills, knowledge and understanding are kept up to date;
- Follows in-house training as recommended by the Home Manager;

Skills and attributes

- An optimistic outlook to life in order to be positive role models for every child;
- A can do attitude;
- Effective team working skills;
- Creative;
- Able to take initiative;
- Writing skills to write down daily reports and other documentation;
- Understanding and managing child behavior;
- Knowledge and understanding of child 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.

Registered Organisation: **VO/1622**

Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Hamrun HMR 1127

info@sebh.mt; www.sebh.mt

MINIMUM REQUIREMENTS: Qualifications

A Certificate in Child Care or Residential and Day Care Work Certificate or other related qualification.

Students working towards attaining such a qualification are encouraged to apply.

Experience

- Experience of working with children 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/2020/05 together with your CV, police conduct and the contact details for 2 Referees to:

Maria Mangion
Family 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 Sebħ to reflect the needs of the service. This Job Description should be read in conjunction with the Child Care Worker contract of service.

Fondazzjoni Sebħ 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 and any applicable legislation.