

## Job Description

### Social Worker Domestic Violence Shelter (FS/2020/06)

<b>JOB TITLE:</b>	Social Worker
<b>EMPLOYMENT BASIS:</b>	Part-Time
<b>DIVISION:</b>	Domestic Violence Shelter
<b>REPORTS TO:</b>	Home Manager
<b>DEADLINE:</b>	Open Call

**ROLE PROFILE:** The social worker will form part of a team of professionals working within a second stage shelter accommodating women who experienced domestic violence and their children, if any involved. The services of the second stage shelter are delivered in the form of programme which aims at supporting survivors of domestic violence and their children in the journey of recovery from abuse.

The social worker in collaboration with the rest of the team is responsible for the formulation and implementation of a therapeutic care plan which incorporates major areas which amongst other include physical and mental wellbeing, education and employment, housing and consolidation of support network for each resident and her children.

**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 basis (20 hours per week) 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:** The Domestic Violence Shelter is led by the Home Manager. The social worker is accountable to the Home Manager. The social worker works collaboratively with the team.

#### **Therapeutic work and care planning**

- Responsible for preparing and implementing a care plan for each woman, child and adolescent residing in the shelter;
- Assists residents in a number of areas, e.g. home management skills, budgeting skills, self-awareness and empowerment skills, access to legal support and psychological referrals;

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- Ensures that all information given by the residents and members of the programme team is kept in the strictest confidence in line with the programme's policies. Social workers will work collaboratively in the best interest of the residents;
- Endeavours to effectively assist residents to regain their dignity, respect, security, talents and capabilities;
- Develop, in collaboration with the team, educational programmes aimed at helping residents learn the necessary skills needed as set out in the resident's care plan;
- Ensure that therapy and support group sessions are held on regular basis for residents and their children;
- Accompany residents to appointments, when deemed necessary and appropriate. The social worker will aim to empower residents to progress independently by supporting and guiding them accordingly;
- Monitor the progress of the care plans. The social worker will update the Home Manager through planned meetings and the Senior Manager through supervision
- Attend any case conference or professional meeting held regarding a child residing at the shelter, and will give a relevant update on the child to the professionals;
- Review the care plan with the resident as often as deemed necessary and at least every six months;

#### **Collaborating with others**

- Actively participate, and at times take a lead, in staff and clinical meetings, staff support group, residents meetings and other meetings related to the programme;
- Together with the programme team regularly monitor, evaluate and develop the programme. Residents will play an active role in the process;
- Follow health and safety policies and procedures of the programme;
- Supervise volunteers or students working with residents and ensure that all are carrying out their duties in line with the policies and guidelines of the programme;
- The Home Manager will be available, also on call, to support, assist and discuss any problem that the social worker may encounter with residents. In cases of emergency the social worker will take decisions according to the programme's procedures and to the best way possible at that time;
- Collaborate with other agencies run by the state or by NGOs in order to progress the residents' care plans. All programme's employees will strive to build positive working relationships with colleagues in other agencies.

#### **Policy and practice**

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- Keep an accurate and timely record of their relevant professional interventions. Residents are able to request access to their file. Such requests will be handled by the Home Manager and will not be unreasonably withheld.
- Remain up to date with social work best practice. With the assistance of the Home Manager, the social worker will be expected to take responsibility for their personal career development and will need to attend in-service training courses, seminars and conferences which may be organised from time to time;
- Refer any allegations of abuse to the Home Manager. Such allegations are subject to the Safeguarding Policies and Procedures of the Archdiocese of Malta and any other applicable law;
- Carry out duties from time to time as requested by the Home Manager or the Director.
- The social worker may be moved to an equivalent post in another service within Fondazzjoni Sebħ at the discretion of the Senior Management Team.

**MINIMUM  
REQUIREMENTS:**

**Qualifications**

- In possession of a Bachelor's Degree in social work.
- Students working towards obtaining such a qualification are encouraged to apply.

**Experience**

- Experience of working with victims and survivors of domestic violence 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/2020/06, together with your CV 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 Social Worker contract of service.*

*Fondazzjoni Sebħ'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 and any applicable legislation.*

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