



**THE CHURCH IN MALTA**

**KUMMISSJONI EJJEW GĦANDI**  
Archdiocese of Malta

## **Social support worker Job description**

**Ref. KE/2017/10**

Kummissjoni Ejjew Għandi is seeking to employ a social support worker to work at our 2nd stage shelter for survivors of domestic violence. We work with women and their children in a therapeutic environment. If you feel you can help our clients and are looking for a social support worker role please contact us.

### **Purpose of the Role**

To support women and their children live in a safe environment and to help create a home-like atmosphere at the shelter. The Social support worker will form part of the programme team who aim to strengthen the client's self-esteem and empowering them to strive towards independent living.

### **Policies, rules and guidelines**

As an employee of Kummissjoni Ejjew Għandi, you will be well versed with its policies and procedures. You will also be familiar with the Laws of Malta and government policies related to domestic violence.

### **Key Responsibilities**

- You will be directly accountable to the programme manager. You will maintain a positive working relationship with all team members, volunteers and any students on placements.
- The Social support worker is to participate in any administrative work required.
- The Social support worker is to report to the respective social workers any feedback related to their clients. When possible, attending staff meetings will a way of keeping oneself adjourned of what is going on.
- The Social support worker is to abide with confidentiality policies at all times. At Dar Qalb ta' Ġesu, confidentiality is kept within the programme team.
- The Social support worker is to abide with any rules and regulations related to Health and safety procedures.
- The Social support worker must 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 organised from time to time as part of their self-development training and responsibility towards the programme.

## General Tasks

- The Social support worker should effectively and practically assist residents to regain their dignity, respect, security, talents and capabilities under the guidance of the social workers and programme manager.
- Together with the team, the Social support worker should participate and assist in educational programmes for residents of the shelter which could help them develop their skills and learn new ones.
- The Social support worker should encourage residents to participate in social activities organised by the Home and participate themselves in such events.
- Any allegations of abuse should be referred to the programme manager who should in turn refer them to the Safeguarding Commission.

## The 2<sup>nd</sup> stage shelter

The shelter is run by the programme team which is led by the programme manager, who in turn is accountable to the Management Board.

The functions of the team are laid out in the agreement between the Archdiocese of Malta and the Ministry responsible for social policy which commenced in the year 2000 and is renewed every 3 years.

The social support worker is to attend any meetings which the programme manager identifies as necessary.

This job description should be read in conjunction with the Social support worker's contract of service.

## Skills and attributes required to work as a Social Support Worker

- A can do attitude
- Team working skills
- Writing skills to write down daily reports and other documentation.
- Knowledge and understanding of domestic violence and the dynamics that exist between survivors and perpetrators
- Observation, listening and empathic skills
- An understanding of equal opportunity issues
- Basic computer skills
- A clean driving licence
- Ability to communicate effectively with colleagues
- Ability to remain patient, objective and positive in pressure situations

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