



Home Manager (Church Homes for the Elderly)

The Directorate of the Church Homes for the Elderly has a vacancy for the post of Home Manager within the Church Homes for the Elderly.

The selected candidate who will be reporting to the Director Church Homes for the Elderly, will be responsible for the entire daily administration of the Home, which s/he is expected to carry out in an effective and efficient way. S/he will also be responsible for maintaining high standards ensuring compliance with the 'National Minimum Standards for Care homes for Older People' and any other related legislation. S/he must ensure that the physical, social, and mental wellbeing of the home residents is attained.

Prospective candidates are expected to possess:

- a minimum of three years proven experience in a managerial position;
- a qualification in nursing;
- excellent organisational skills;
- the ability to meet deadlines;
- the ability to communicate effectively with others;
- the ability to remain patient, objective and positive under pressure; and
- proficiency in the Maltese and English languages, both spoken and written.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 8th August 2021:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Names and emails of two referees

