

## **Residential Social Worker – Children Services Job Description**

**FS/2020/11**

**JOB TITLE:** Residential Social Worker – Children Services  
**EMPLOYMENT BASIS:** Full-Time  
**DIVISION:** Children Services  
**REPORTS TO:** Children Services Senior Manager

**KEY BENEFITS**

- The opportunity to make a difference with children and families in need
- Manageable case loads
- A healthy work-life balance
- Being respected and valued as a professional
- Using a multi-disciplinary approach
- Strong support from Manager and peers
- A positive and nurturing working environment

**ROLE PROFILE**

The Residential Social Worker is to ensure that all children in our care are being cared for and protected while living in residential care by implementing the child's permanency care plan. The Residential Social Worker needs to use a child-focused approach and must endeavour to promote the child's best interest at all times.

The Residential Social Worker reports to and receives supervision from the the Children's Services Senior Manager,

**TERMS AND CONDITIONS**

The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is on a full-time basis and is subject to six months probationary period. The contract is initially on a definite basis. The Residential Social Worker is required to work flexible hours including evenings or weekends when necessary. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES** **Implementing the child's permanency care plan**

- Ensure that every child either has a permanency care plan and that the professionals are actively seeking to achieve one. The plan needs to cater for all the child's needs: placement, education, health, therapeutic, contact with family and extra-curricular activities.

- Implement the child's care plan and review its progress at least every 3 months.
- Build and maintain relationships with service-users;
- Ensure that the child's day to day programme is being followed;
- Prepare an individual weekly programme for each child, including extra-curricular activities;
- Attend appointments as and when required, including hospital, child guidance etc.

### **Working with key stakeholders**

- Build and maintain a positive working relationship with the child's family as appropriate.
- Conduct home visits when necessary.
- Work in partnership with other professionals and attend meetings including case conferences, case reviews, school meetings, hospital meetings etc.
- Raise any issue of concern with the Home's management and with the field social worker.
- Work in partnership with other professionals and attend meetings including case conferences, case reviews, school meetings, hospital meetings etc.
- Ensure that work is undertaken in partnership with parents, children and other service-users;
- Establish, develop and maintain productive working relationships, through liaison and joint work with other agencies, organisations, groups and individuals within the team's operational remit;
- In collaboration with other team members, create links within the community in order reach out to families in need of support;
- In collaboration with the other team members create community support networks for service users and other residents who may benefit from such networks;
- Take lead to develop initiatives that will promote the well-being of service users and other residents within their community;
- Liaise with other services providing support networks to service users;
- As the lead professional in the team, provide regular feedback to the other team members and guide him/her in interventions with families and at community level.

### **In relation to Children's Homes**

- Maintain a positive working relationship with the Home Manager, Senior Manager, other team members, with volunteers and any students on placements;
- Participate in staff meetings, support groups, any meetings related to service and any other meetings as required;

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- Participate in any administrative work required, particularly those related to the service;
- Keep him/herself updated in the field and attend when asked they are to participate in service training courses, seminars, and conferences which may be organized from time to time as part of their self- development training and responsibility towards the service;
- Attend regular supervision with the Senior Manager or any other person appointed by the Central Office;

### **Policy and Practice**

- Participate in the review of the Services policies and recommend any changes to the Home Manager;
- Keep record of all interventions with service users;
- Keep all records in a safe and confidential manner as expected from a professional handling such sensitive information;
- Assist the Home Manager and Senior Manager in producing a Management reports for the Management Board;
- Prepare ad hoc reports as requested by the respective Home Manager;
- Represent the organisation at external events and development fora;
- Participate in fund raising activities as required;
- Meet legislative and all relevant regulatory requirements;
- Complete other necessary duties as required by the Senior Management Team;
- Ensure the values of Fondazzjoni Sebħ and the Archdiocese of Malta are upheld;
- Carry out duties in accordance with Fondazzjoni Sebħ principles, policies and procedures.

### **MINIMUM REQUIREMENTS**

#### **Qualifications**

- Qualified and warranted social workers; or
- Qualified Individuals working towards obtaining a warrant.
- Students in their final year of social work training are also encouraged to apply. Such applicants will be considered for employment after successful completion of their social work training;
- A clean driving licence.

#### **Experience**

- Frontline experience in working with children and families is considered an asset;
- Experience of working with children and families as a social worker, care worker or volunteer or student placement is desirable.

### **PERSONAL QUALITIES**

- Embrace Fondazzjoni Sebħ's values and behaviours that support the values;

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- Committed to Fondazzjoni Sebħ's vision;
- Strong written and verbal communication skills;
- Self-motivated;
- Resourceful and able to perform under pressure;
- A victim-centred approach to working with victims of abuse;
- Solid organisational and analytical skills;
- Ability to manage multiple projects, priorities and deadlines;
- Assertive and empathetic. A good listener with a non-defensive approach;
- Willing to take responsibility and be accountable.

**HOW TO APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2020/08 , together with your CV, police conduct and the contact details for 2 Referees to:

Ms. Elmer Stanmore  
Central Office Senior Manager  
Fondazzjoni Sebħ  
Email: [info@sebh.mt](mailto: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 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.*