

## **Day Care Worker - Domestic Violence Shelter Job Description**

**JOB TITLE:** Care Worker  
**EMPLOYMENT BASIS:** Full Time  
**DIVISION:** Il-Milja  
**REPORTS TO:** Home Manager

**ROLE PROFILE:** The Care Worker (CW) forms part of the team of il-Milja, a shelter for victims of Violence Against Women (VAW) and their children. The team in liaison with the Home Manager, Care Workers, Social Support Workers, and Social Worker, to support and assist women and their children in their process of trauma recovery whilst empowering them to strength their self-esteem and dignity. The Care Worker, shall have overall accountability to the Home Manager, but is also accountable to the Social Worker r on tasks assigned to them as part of the care plan of residents.

**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 full-time and is subject to six months probationary period. The Care Worker is required to work on a roster basis, including weekends. Although shifts are based during the day, if and when required is to be available to cover night shifts when the need arises.

The person appointed will be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** **Service Provision**  
The CW forms part of the service delivery team. Together with the Home Manager, the Social Workers and the Social Support Workers, the CW has an important role to play in assisting residents. The CW is required to:

- Support residents in their day-to-day needs, since they are the first call of contact to the residents during their shift;
- Keep regular contact with residents and support them in any issues that they may bring up during this contact;
- Provide regular feedback to other team members at intervals agreed upon by the key worker;
- Ensure that all the residents at the shelter are well informed on the policies and communal guidelines of the shelter and that they abide by them;

- Coach residents to strengthen and/or develop practical skills such as parenting, budgeting, home-management and employment , in line with the care plan developed by the professionals involved ;
- Take initiative and support the team in organising social and other activities for residents;
- Encourage residents to participate in social activities organized by the shelter and participate herself in such events;
- Work hand-in-hand with the team to support residents to enhance their dignity, respect, security, talents and capabilities;
- Attend to reception duties as part of their shift;
- Attend to any other duties related to the running of the Shelter, as deemed necessary by the Home Manager;
- Continue to follow on tasks initiated by social support workers as will be handed over by them;
- Support mothers to ensure that their children are developing accordingly, are being listened to, and that their needs are being met. The CW is responsible to update the Home Manager and Social Worker on relevant matters.

#### **In relation to the team.**

- Maintain a positive working relationship with the Home Manager, other team members, with volunteers and any students on placements;
- Participate in staff meetings, case discussions, residents' meeting; support groups, any meetings related to service and any other meetings as required;
- Participate in any administrative work required and assigned by the Home Manager, particularly those related to the service;
- Report to the respective workers any feedback related to their service user;
- 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 organized from time to time as part of their self- development training and responsibility towards the service;
- Attend regular supervision with the Home Manager or any other person appointed by the Senior Management Team .

#### **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 residents and provide regular feedback to key social workers at intervals agreed upon by the key worker;
- Keep all records in a safe and confidential manner as expected from a professional handling such sensitive information;
- Keep up to date with the progress by reading the logbook daily;

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- Update logbook as an important means of communicating important incidents occurring during their duty;
- Abide with confidentiality policy at all times;
- Abide with any rules and regulations related to Health and Safety Procedures.
- Prepare ad hoc reports as requested by the respective Home Manager;
- Be available to work shifts according to the needs as directed by the Home Manager.
- 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;
- Refer any allegations of abuse to the Home Manager who should be guided by the Policies and Procedures of the Archdiocese of Malta;
- Carry out duties in accordance with the policies and procedures of the Shelter ;
- 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 .

#### **Skills and attributes as members of the care team**

- An optimistic outlook to life in order to be positive role models for every client;
- Take initiative ;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Knowledge and understanding of VAW ;
- Observation, listening and empathic skills;
- An understanding of equal opportunity, privilege and other related matters ;
- Basic computer skills;
- Ability to communicate effectively with others;
- Ability to remain calm , objective and positive under pressure.
- Proficiency in the Maltese and English languages, both spoken and written, is required

#### **MINIMUM REQUIREMENTS:**

##### **Qualifications**

- A qualification in Residential, Social Care or in a related field;
- Students working towards obtaining such a qualification are encouraged to apply.

##### **Experience**

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- Experience of working in the domestic violence sector or in related residential and/or care settings.

**HOW TO  
APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/16, together with your CV and the contact details for 2 Referees to:

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.*