

## Care Coordinator – Children’s Homes Job Description

<b>JOB TITLE:</b>	Care Coordinator
<b>EMPLOYMENT BASIS:</b>	Full – Time
<b>DIVISION:</b>	Children’s Homes
<b>LOCATION:</b>	Dar Sagra Familja - Zabbar
<b>REPORTS TO:</b>	Home Manager

**ROLE PROFILE:** The care co-ordinator’s role is to care for, nurture and supervise the children residing in the home. It is the role of every member of staff to deliver a high quality of care, adhere to policies and procedures, work ethically and foster the values of the home.

**TERMS OF EMPLOYMENT:** The appointee is required to work on a roster basis including afternoon shifts and during the weekend.

The care co-ordinator is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and is subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** **Added responsibilities of a Care Co-ordinator**

- To be a point of reference for each child entrusted to their care;
- To nurture a meaningful and caring relationship with each child entrusted to their care;
- To implement each child’s care plan;
- To follow up with each child their progress on all levels of care, especially health, education and contact with family;
- To be a role model to every child and other care workers.
- To attend meetings in relation to each child under their care.

**General care of the child**

- To ensure that every child is cared for at all times;

- To do anything necessary to provide care to each child with a particular emphasis to emotional warmth, hygiene, stimulation and stability;
- To organise fun, age-appropriate activities in and out of the home for every child;
- To assist in preparing food for children and serve meals and refreshments to children.
- To ensure that each child lives in a nurturing and loving home;
- To support every child in their educational development.

#### **Administrative duties**

- To keep daily, detailed and accurate records on every child;
- To promptly report any concerns of abuse or maltreatment to the management of the home;
- To keep up to date with the progress of each child by reading the logbook daily;
- To ensure that the rules of the home are followed by all children;
- To perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens;
- To follow tasks as delegated by social workers and the management of the home;
- To drive and accompany children to and from school, on outings, and to medical appointments, whenever required;
- To attend regular supervision and further their professional development;
- To be available to work shifts according to the children's needs as directed by the Home Manager.

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

- An optimistic outlook to life in order to be positive role models for every child;
- A can do attitude;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Understanding and managing child behaviour;
- Knowledge and understanding of child development;
- Observation, listening and empathic skills;
- An understanding of equal opportunity issues;
- Basic computer skills;
- Ability to communicate effectively with others;

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- Ability to remain patient, objective and positive under pressure.

**MINIMUM  
REQUIREMENTS:**

**Qualifications**

- A qualification in Residential Care or in Social Care or in a related field particularly in working with children.
- A qualification in the Social field is preferable.
- A clean driving licence, valid for driving in Malta. Selected applicant would need to drive vehicles as part of the role.
- Proficiency in the Maltese and/or English language(s), both spoken and written;

**Experience**

- Experience of working with children as a care worker or volunteer or student placement 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/2024/10, together with your CV, police conduct 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 respond to the emerging needs of the service users. 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.*