

## **Social Worker - Community Family Services Job Description**

<b>JOB TITLE:</b>	Social Worker
<b>EMPLOYMENT BASIS:</b>	Full-Time
<b>DIVISION:</b>	Community Family Services
<b>REPORTS TO:</b>	Service Manager

**ROLE PROFILE:** The appointee is responsible to offer evidence-based social work support services to children and families. The role requires the designated individual to build partnerships with existing services in order to complement service provision. The primary aim is to focus on prevention by promoting positive and safe relationships within the family which amongst other issues include safeguarding the wellbeing of children, vulnerable individuals and families.

The appointee is expected to provide high quality services which supports the needs of the families within the community and work in collaboration with other services within Fondazzjoni Sebħ, the Malta Diocese as well as other community stakeholders.

**TERMS AND CONDITIONS:** The Social Worker is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to four months probationary period. The appointee is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

### **KEY RESPONSIBILITIES**      **Service Provision**

- Seek various ways of reaching out to local families, especially to those at risk of abuse, poverty and/or social exclusion, and provide support through social work interventions and other community based interventions;
- Conduct professional assessments to identify the specific needs of children and families;
- Apply a strengths-based approach and develop a care plan for the respective family members in partnership with the service users concerned;
- Manage the care plan formulated and implement it together with other professionals assigned to the team and with the involvement of the service users themselves;
- Apply evidence-based tools to assist in reaching desired and agreed upon outcomes;

- Build and maintain a positive working relationship with the service users or families;
- Promote positive and safe relationships within the family;
- Conduct home visits as necessary;
- 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;
- Collaborate with other team members, create links within the community in order to reach out to families in need of support and to strengthen the support available to vulnerable families.
- Facilitate the development of participatory initiatives that will promote the well-being of children and families within their community, in collaboration with other stakeholders
- Liaise with other services providing support networks to service users;
- Work with stakeholders to build a safer and supportive community for families

#### **In relation to the Prevention Team**

- Maintain a positive working relationship with the Senior Management, Team Manager, other team members, with volunteers and any students on placements;
- Participate in staff meetings, support groups, away days, any meetings related to service and any other meetings as required;
- 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 organised from time to time as part of their self-development training and responsibility towards the service;
- Attend regular supervision with the Team Manager or any other person appointed by the Family Services Senior Manager;

#### **Policy and Practice**

- Participate in the review of the services policies and recommend any changes to the Team 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 Team Manager in producing Management reports for Fondazzjoni Sebħ's Boards;
- Prepare ad hoc reports as requested by the respective Manager;
- Represent the organisation at external events and development fora when required;

Registered Organisation: **VO/1622**

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- Participate in fund raising activities as required;
- Meet legislative and all relevant regulatory requirements;
- Complete other necessary duties as requested 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 worker, or
- Qualified Individuals working towards obtaining a warrant;
- Students in their final year of social work training are also encouraged to apply;
- A clean driving licence is considered as an asset.

##### 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;
- Commit to Fondazzjoni Sebħ's vision;
- Good Written and verbal communication skills;
- Self-motivated;
- Resourceful and able to perform under pressure;
- A victim-centered approach to working with victims of abuse;
- Solid organisational and analytical skills;
- Ability to manage multiple tasks, priorities and deadlines;
- Assertive and empathetic.
- A good listener
- 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/2025/03, 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 reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.*

*Fondazzjoni Sebh'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.*