

## **Residential Support Mentor Job Description**

<b>JOB TITLE:</b>	Residential Support Mentor (RSM)
<b>EMPLOYMENT BASIS:</b>	Full-time
<b>DIVISION:</b>	Children Services
<b>REPORTS TO:</b>	Home Manager

**ROLE PROFILE:** The RSM is part of the resident's care team within a residential home for children and youths which aims at implementing the Care Plan set by the professionals together with the resident. The RSM shall have a shared, allocated case load. The RSM shall work in liaison with the professionals involved within as well as outside the residence in order to support and assist children and youths to live in a homely environment whilst empowering and supporting them to recover from trauma and live a healthy and fulfilled life. 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 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 subject to four months probationary period. The RSM is required to work on a roster basis, including weekends, and be flexible in line with residential demands. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** The duties in relation to the residents involve:

- Liaise with the manager and the social workers to ensure that the care plan is being implemented;
- Keep the social worker and the home manager updated with developments in relation to the residents;
- Support the social worker in the implementation of the residents' care plan;
- Ensure that residents feel safe, have their dignity respected, and develop their strengths and abilities in various areas further;
- Empower the residents to achieve their goals and objectives;
- Support residents to access services and/or educational or employment opportunities;
- Accompany residents to appointments whenever this is deemed necessary;
- Encourage residents to participate in social activities organized by the respective home;

- Form part of the mentoring after care programme where required;
- Follow the residents' progress on all levels of care, especially health, hygiene, education, stimulation, emotional warmth and to update the residential social worker and manager accordingly;
- Be a role model to every child;
- Attend meetings in relation to each resident where required;
- Facilitate the development of life skills;
- Support every resident in their overall development;
- Organise social, age-appropriate activities in and out of the residential home where required;
- Be a point of reference for each child entrusted to their care;
- Establish a healthy relationship with the residents;
- Establish healthy relationships between residents.

#### **General care of the child**

- Ensure that every child is cared for at all times;
- Do anything necessary to provide a high standard of care to each resident;
- Assist in preparing food for children and serve healthy meals and refreshments to children;
- Ensure that each resident lives in a nurturing and loving home;
- Support every resident in their educational development;
- Support the residents in following the rules of the residential home;
- Support the caring staff in daily chores;
- Follow tasks as delegated by social workers and the management of the home;
- Drive or accompany children to and from school, on outings, and to medical appointments, whenever required.

#### **Administrative duties**

- Keep daily, detailed and accurate records on interventions conducted with residents;
- Keep up to date with the progress of the residents by reading the daily logbooks and handing over records;
- Record all interventions in line with the policies of Fondazzjoni Sebh;
- Follow tasks as delegated by the management of the residential home;
- Attend regular supervision and further their professional development;
- Promptly report any concerns of abuse or maltreatment to the management of the home;

Registered Organisation: **VO/1622**  
Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Hamrun HMR 1127  
info@sebh.mt; www.sebh.mt

- Participate in staff meetings, case discussion meetings, residents' meetings, support groups and any meetings related to the service delivery and as well as the residents, when required.
- Keep the administrative work up-to-date and in line with the regulation of Fondazzjoni Sebħ as well as the Archdiocese of Malta.
- To attend training sessions which foster professional development.

#### **In Relation to Policy:**

- Work in line with the policies and procedure of the Archdiocese of Malta and those of Fondazzjoni Sebħ.
- Be knowledgeable about the procedure of the residential home.
- Support the residents to understand the procedures and voice their opinion where needed.
- Support the residents to engage in communal living.
- Abide with any rules and regulations related to Health and Safety which enable the residents to feel safe and protected.
- Refer any allegations of abuse to the Home Manager and follow Home Procedures, the Mandatory Reporting Guidelines issued by the Child Protection Directorate and those of the Malta Diocese Safeguarding Commission.

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

- Maintain a positive working relationship with the Fondazzjoni Sebħ team.
- Empathise with the residents' individual feelings and needs;
- Able to understand the psychosocial development of residents;
- Knowledge and understanding of young people and trauma in childhood.
- Adopt an optimistic outlook to life in order to be positive role models for every resident;
- Take initiative and has a can do attitude approach;
- Work effectively as part of a team;
- Have an understanding of equal opportunity issues;
- Have a good basis of computer skills;
- Has the ability to communicate effectively with others;
- Has the ability to remain patient, objective and positive under pressure
- Maintains values of a non-judgmental approach, non-discriminatory approach and upholds the value of individualization
- 

#### **MINIMUM REQUIREMENTS:**

#### **Qualifications:**

Registered Organisation: **VO/1622**  
 Member of the International Catholic Child Bureau  
 +356 2247 0900 72B, Triq Villambrosa, Ħamrun HMR 1127  
 info@sebh.mt; www.sebh.mt

- A level 6 qualification in psychology, social care, residential care or in a related field;
- Students working towards obtaining such a qualification are encouraged to apply and they will enter at a lower grade until such a qualification is attained;
- Proficiency in the Maltese and/or English language(s), both spoken and written;
- A clean driving licence, valid for driving in Malta.

**Experience:**

- Experience of working with children and youths or in related residential and/or care settings is considered an asset.

**HOW TO  
APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/06, 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.*