

## Aftercare Support Assistant – Aftercare Services Job Description

<b>JOB TITLE:</b>	Aftercare Support Assistant (ASA)
<b>EMPLOYMENT BASIS:</b>	Full time
<b>DIVISION:</b>	Aftercare Services
<b>REPORTS TO:</b>	Service Manager

**ROLE PROFILE:** The ASA is part of the aftercare team which aims at delivering a therapeutic programme for youth and families transitioning from residential care to interdependent living. The ASA will have a primary role in supporting the professional care team in the implementation of care plans for the youth and families. They shall have a shared case load and carry out individual or group sessions as required. The ASA shall work in liaison with the professionals involved, within as well as outside the residence, in order to support and assist the youth and families to receive emotional and practical support when preparing for transitioning, during the transition process and having transitioned to the community, to ensure that they have the best opportunities to building a stable future.

**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 ASA is required to work different hours, with the possibility of weekends, and be flexible in line with the demands of the service. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** The Aftercare Support Assistant will be assigned duties across the Aftercare Services. The ASA will support the youth and families as well as the rest of the team in all aspects of the service including in Transitional Aftercare, Community Aftercare and Aftercare Transitional Residences. This means that whilst the ASA will have an office based, they will be working in different locations and across different settings, offering a versatile working experience.

### The duties in relation to the care of youth and families involve:

- Ensure that youth and families feel safe, have their dignity respected, and develop their strengths and abilities in various areas further.
- Empower the youth and families to achieve their goals and objectives.
- Support the social workers and other professionals in the implementation of the youth and families care plan

- Organise and conduct sessions on personal and skills development in collaboration with the team and youth and families. These may range from activities that support the emotional wellbeing of the person, that offer practical support or accessing of opportunities.
- Identify and link youth and families with services, resources and employment and educational opportunities.
- Support youth and families through accompaniment where necessary, home visits, office visits and other community-based activities that may support the person in their growth.
- Carry out visits to Aftercare Transitional Residence's to ensure the general standard of the residence is being maintained.
- Follow each youth and family's progress on all levels of care, especially those which fall within the aftercare programme outline.
- Be a role model to every youth and family that are being supported.
- Attend Aftercare meetings which may be with the Aftercare team members or people external to the service.
- Facilitate the development of life skills and emotional development
- Enable and empower any parents within the service to provide the best possible care for their children.
- Organise social, age-appropriate activities when required for those benefitting from the service
- Support every youth and family in their overall development.
- Keep daily, detailed and accurate records on interventions conducted with all youth and families worked with.
- Keep up to date with the progress of each person.
- Support youth and families in Aftercare Transitional Residences to follow the guidelines of independent living and the structure of the residences
- Follow tasks as delegated by the management of Fondazzjoni Sebh.
- Attend regular supervision and further their professional development;

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

- Work in line with the policies and procedure of the Archdiocese of Malta and those of Fondazzjoni Sebh.
- Be knowledgeable about the procedures of the aftercare service and programme.
- Support the service users to understand the procedures and voice their opinion where needed.
- Support those residing in the aftercare transitional residences engage in communal living.
- Abide with any rules and regulations related to Health and Safety which enable the survivors to feel safe and protected.

Registered Organisation: **VO/1622**  
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- Uphold all healthy safeguarding practices, maintaining healthy boundaries and always prioritising the wellbeing of those in the care of Aftercare Services.
- Refer any allegations of abuse to the Home Manager and/or Designated Safeguarding Officers (DSO's) within Fondazzjoni Sebh and follow Home Procedures, the Mandatory Reporting Guidelines issued by the Child Protection Directorate and those of the Malta Diocese Safeguarding Commission.

#### **In relation to the team:**

- Liaise with the social workers and other professionals in the team and service users to co-ordinate sessions and schedule appointments.
- Maintain a positive working relationship with the Fondazzjoni Sebh team
- Participate in staff meetings, case discussion meetings, service user' meetings, support groups and any meetings related to the service delivery and as well as the service beneficiaries, when required;
- Keep the administrative work up-to-date and in line with the regulation of Fondazzjoni Sebh as well as the Malta Diocese.
- Keep the professional team and service manager updated with developments in relation to the youth and families.
- Attend training sessions which foster professional development.
- Participate in Fondazzjoni Sebh activities, team building activities and fundraisers wherever possible.

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

- An optimistic outlook to life in order to be positive role models for every client
- Maintains values of a non-judgmental approach, non-discriminatory approach and upholds the value of individualization
- Takes initiative and has a can do attitude
- Effective team working skills
- Writing skills to write down daily reports and other documentation.
- Knowledge and understanding of children in care and violence against women and domestic violence.
- Observation, listening and empathic skills.
- Basic computer skills.
- Ability to communicate effectively with others.
- Ability to remain calm patient, objective and positive under pressure.
- Proficiency in the Maltese and English languages, both spoken and written, is preferred.
- People with a valid driving license and own vehicle is preferred.

**MINIMUM  
REQUIREMENTS:**

**Qualifications:**

- An MQF 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;

**Experience:**

- Experience of working in the violence against women sector, with children in care, with youth or in a 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/2025/16, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore  
Support Services 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.*