

## **Assistant Manager Care and Wellbeing Children Services Job Description**

**JOB TITLE:**

Assistant Manager Care and Wellbeing

**EMPLOYMENT BASIS**

Full-Time

**DIVISION:**

Children's Services

**REPORTS TO:**

Home Managers

### **ROLE PROFILE**

We are seeking to recruit an experienced social worker to assist in the development and delivery of evidence-based practices for children in alternative care. The selected candidate will form part of the management structure of the Children's Services and will be accountable to the Home Managers of two residential homes. The post holder will be required to establish effective working relationships with staff at all levels of Fondazzjoni Sebħ and to assist in the delivery of high-quality services to children.

### **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 subject to four months probationary period. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

The role will be based at Dar Fra Diegu and Dar San Nikola in Hamrun but the selected candidate may be required to work in other homes, depending on exigencies of the service.

### **KEY RESPONSIBILITIES**

#### **Management of Care for children in the residential homes**

The Assistant Manager will work hand-in-hand with Home Managers to ensure that the service provides high quality care to the children. In collaboration with the home managers, the assistant manager is responsible to:



- Under the supervisor of the Home Manager, lead a multi-disciplinary team of workers engaged to develop and implement the care plans of the residents
- Ensure that each resident actively participates in the development and regular review of their individualised care plan, and collaborate with other staff to monitor progress and update plans at least every six months;
- Keep the Home Managers updated through one to one meetings and other planned and/or informal meetings;
- In collaboration with the team, assist in the development of educational programmes aimed at helping residents learn the necessary skills needed as set out in their care plan;
- Attend any case conference or professional meetings where necessary and particularly in complex cases, to support the team and ensure effective outcomes of the meetings.
- Ensure that safeguarding practices within the children's services conform to the Archdiocese of Malta's principles and remain core to Fondazzjoni Sebħ standards and national guidance.
- Refer any allegations of abuse. Such allegations are subject to the Safeguarding Policies and Procedures of the Archdiocese of Malta, the Mandatory Reporting Guidelines and any other applicable law.
- Participate in reviewing and updating the Standard Operating Procedures and Guidelines for Children's Services in collaboration with Children Services management
- Develop projects and participate in research studies that enhance the service provision of Fondazzjoni Sebħ
- Coordinate the evaluation of service users' experiences
- Be part of an on-call system
- Assist in the overall running of the service, in the absence of Managers and when requested by the Senior Manager

### **Developing and Maintaining partnerships**

- Identify key partners and contribute to build and maintain effective professional relationships to promote services, ensure effective mechanisms for referrals and support the sharing of knowledge gained through the provision of commissioned services
- Maintain productive working relationships, through liaison and joint work with external stakeholders



## **Recruiting, support and development of staff**

- Participate in the recruitment process of staff
- Support the home managers in the induction and mentoring process of new staff especially in relation to the children's care and wellbeing
- Provide supervision to staff in charge of implementing the children's care plans as required
- Assist the Home Managers in the identification, development and provision of training to staff
- In collaboration with the Home Manager, participate in the appraisal process for staff according to their area of responsibility
- Support the Home Managers to ensure at all times that professional ethics and behaviour are demonstrated by all staff at all times.
- Support staff to achieve the highest standards of care for the residents
- Be a focal point of support to the care staff in relation to the residents' care plans when this is required
- Carry out progress meetings with the home manager, residential social worker and residential support mentors
- Keep the Home Manager updated on all areas relating to staff management

## **Promote awareness and understanding of children in care and the services offered to them**

- Support Fondazzjoni Sebh's media strategy
- Attend and represent Fondazzjoni Sebh in public functions,
- Participate in media interventions,
- Deliver presentations, lectures and talks

## **Other responsibilities**

- Participate in fund-raising activities as required
- Produce reports as required by the Children's Services Senior Manager



- Participate in national forums and collaborate with external stakeholders to advocate for and represent the needs and interests of the residents
- Attend meetings and training courses as required, including regular supervision meetings and annual appraisal
- Undertakes from time to time such other tasks as may be required by the Children's Services Senior Manager including administrative duties in connection with the post

**QUALIFICATIONS AND  
EXPERIENCE**

- In possession of a degree in social work, and a social work warrant according to the Laws of Malta
- Minimum of three years of social work experience
- Experience of working in the out of home care sector and having leadership experience will be a valued asset.

**SKILLS AND PERSONAL  
ATTRIBUTES**

- Embrace Fondazzjoni Sebħ's values
- Committed to Fondazzjoni Sebħ's vision
- Strong written and verbal communication skills
- Self motivated
- Resourceful and able to perform under pressure
- Solid organisational and analytical skills
- Ability to manage multiple projects, priorities and deadlines
- Assertive and empathetic
- A good listener with a non-defensive approach
- Willing to take responsibility and be accountable

**How To APPLY**

Please send a statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2026/09, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore  
Support Services Senior Manager  
Fondazzjoni Sebħ  
Email: [info@sebh.mt](mailto:info@sebh.mt)



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*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.*



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