

## Social Worker- Il-Milja Job Description

**JOB TITLE:** Social Worker  
**EMPLOYMENT BASIS:** Full-Time  
**DIVISION:** Il-Milja  
**REPORTS TO:** Assistant Manager - Care Services

**ROLE PROFILE:** The social worker forms part of a team of professionals working within il-Milja, a second stage shelter accommodating females who experienced Violence against Women (VAW) and their children, if any involved. The services of the second stage shelter aims at supporting survivors of VAW and their children in the journey of recovery from abuse.

The social worker in collaboration with the rest of the team is responsible for the formulation and implementation of a therapeutic care plan which incorporates major areas which amongst other include physical and mental wellbeing, education and employment, housing and consolidation of support network for each resident and her children.

**TERMS AND CONDITIONS:** The appointee is 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 person appointed will be subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** **Deliver a quality service to women and children**

- Build and maintain a healthy relationship with residents
- Develop and implement jointly with residents and other workers care plans for women, children and adolescents living at the shelter;
- Monitor the progress of the care plans and keep the Assistant Manager manager updated through supervision, other planned meetings or as necessary.
- Review the care plan with the resident as often as deemed necessary and at least every six months;
- Work collaboratively and in partnership with the care and home team and assist residents in a number of areas, e.g. home management skills,

- budgeting skills, self-awareness and empowerment skills, access to legal support and psychological referrals amongst others;
- Develop, in collaboration with the team, educational programmes aimed at helping residents learn the necessary skills needed as set out in the resident's care plan;
- Endeavour to effectively assist residents to regain their dignity, respect, security, talents and capabilities;
- Ensure that all information given by the residents and members of the team is kept in the strictest confidence and in line with policies.
- Ensure that therapy and support group sessions for residents and their children are held where deemed necessary,;
- Accompany residents to appointments, when deemed necessary and appropriate.
- Empower residents to progress independently by supporting and guiding them accordingly;
- Attend any case conference or professional meeting held regarding a child residing at the shelter, and give a relevant update on the child to the professionals;

#### **Collaborating with others**

- Actively participate, in staff and residents meetings and other meetings;
- Together with the team regularly monitor, evaluate and develop the programme of the shelter. Residents will play an active role in the process;
- The Assistant Manager or Home Manager will be available, also on call, to support, assist and discuss any problem that the social worker may encounter with residents. In cases of emergency the social worker will take decisions according to the residence's procedures and to the best way possible at that time;
- Collaborate with other agencies run by the state or by NGOs, locally or internationally in order to progress the residents' care plans. All employees will strive to build positive working relationships with colleagues in other agencies.

#### **Policy and practice**

- Keep an accurate and timely record of their relevant professional interventions
- Keep all records in a safe and confidential manner as expected from a professional handling such sensitive information and in line with established policies;
- Remain up to date with social work best practice. With the assistance of the Assistant Manager, the social worker will be expected to take responsibility for their personal career development and will need to attend in-service

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training courses, seminars and conferences which may be organised from time to time;

- Attend regular supervision meetings and annual appraisal with the Assistant Manager;
- Participate in the review of the service's policies and recommend any changes to the Assistant Manager
- Prepare ad hoc reports as requested by Management;
- Participate in national planning groups with governmental and voluntary organisations to represent the needs and interests of service users;
- Participate in other projects and fund raising initiatives that may be undertaken by the service or Fondazzjoni Sebħ from time to time;
- Meet legislative and all relevant regulatory requirements;
- Refer any allegations of abuse to the Assistant Manager. Such allegations are subject to the Safeguarding Policies and Procedures of the Archdiocese of Malta, the Mandatory Reporting Guidelines and any other applicable law;
- Carry out duties from time to time as requested by the Home Manager, Family Services Senior Manager or the Director.
- 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**

- In possession of a Bachelor's or Masters Degree in social work.
- Students working towards obtaining such a qualification are encouraged to apply.

**Experience**

- Experience of working with survivors of abuse is desirable.

**Other requirements:**

- Clean Police Conduct
- Driving Licence
- Clean Poma Certificate

**HOW TO  
APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/04, 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)

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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.***

***Due to operational constraints, Fondazzjoni Sebħ is generally unable to sponsor work authorisation processes, including, without limitation, Single Permit applications and employment licence applications. In exceptional cases, where a candidate's qualifications demonstrate outstanding merit and Fondazzjoni Sebħ is able to meet all regulatory requirements, limited discretionary support for sponsorship may be considered. Such cases are strictly limited and assessed individually.***

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