

Residential Support Assistant - Il-Milja

Job Description

JOB TITLE: Residential Support Assistant (RSA)
EMPLOYMENT BASIS: Full time
DIVISION: Il-Milja
REPORTS TO: Home Manager

ROLE PROFILE: The RSA is part of the residence's and aftercare care team which aims at delivering a therapeutic programme for survivors of Violence Against Women (VAW) and/or their children. The RSA will have a primary role in supporting the professional care team in the implementation of care plans for women and children. They shall have a shared, allocated case load and carry out individual or group sessions as required. The RSA shall work in liaison with the professionals involved within as well as outside the residence in order to support and assist women and their children to live in a homely environment whilst empowering and supporting them to recover from trauma and live a healthy and fulfilled life free from violence and abuse.

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 RSA 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 Sebh and the Archdiocese of Malta.

KEY RESPONSIBILITIES: The Residential Support Assistant will be assigned duties in relation to the RSA's allocation of women residing at the shelter or in the after-care service and/or with their children.

The duties in relation to women/children/families involve:

- 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.
- To support the social worker in the implementation of the woman's/child's/family's care plan
- Organise sessions on personal and skills development in collaboration with the team and residents. These may range from activities of daily living to internet safety.

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- Enable residents to access services and / or employment opportunities.
- Identify and linking residents to services and resources.
- Accompany residents to appointments whenever this is deemed necessary.
- Encourage residents to participate in social activities organised by il- Milja.
- To follow up with allocated ex residents who are benefitting from the aftercare service.
- Visit ex-residents in after care apartments where required.
- Form part of the mentoring after care programme where required.
- Record all interventions in line with the policies of Fondazzjoni Sebħ.
- Engage in the day-to-day running of the service by attending duties related to the running of the Shelter, as deemed necessary by the Home Manager or their delegate.
- To assist mothers in caring for, nurturing and supervising the children residing in the shelter. To nurture a meaningful and caring relationship with each child they are supporting.
- To follow each woman's/child's/family's progress on all levels of care, especially health, hygiene, education, stimulation, emotional warmth and family dynamics.
- To be a role model to every woman/child/family .
- To attend meetings in relation to each woman/child/family under their care.
- To facilitate the development of life skills.
- To enable and empower the mothers to provide the best possible care for their children.
- To organise social, age-appropriate activities in and out of the shelter when required.
- To support every child in their overall development.

Administrative duties:

- To keep daily, detailed and accurate records on interventions conducted with all residents allocated or through the aftercare service.
- To keep up to date with the progress of each resident.
- To support families in following the rules of the shelter/aftercare service.
- To follow tasks as delegated by the management of the shelter.
- To 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 Sebħ.
- Be knowledgeable about the procedure of the shelter, aftercare service and programme.

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- 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 survivors 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.

In relation to the team:

- Act as a link between the home team, the care team and any professionals involved;
- Liaise with the social workers, therapists and residents to co-ordinate sessions and schedule appointments. Maintain a positive working relationship with the Fondazzjoni Sebh team.
- Participate in staff meetings, case discussion meetings, residents' 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 social worker and/or the assistant manager updated with developments in relation to the residents.
- Attend training sessions which foster professional development.

Skills and attributes as members of the care 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 VAW 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.

**MINIMUM
REQUIREMENTS:**

Qualifications:

- 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;

Experience:

- Experience of working in the violence against women sector 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/2026/12, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore
Support Services Senior Manager
Fondazzjoni Sebh
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebh 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.

Fondazzjoni Sebh is an equal opportunity employer. Applicants must hold a valid and unrestricted right to work in Malta at the time of application. This includes Maltese nationals, EU/EEA and Swiss nationals, and third-country nationals with work authorisation or long-term residency that is not dependent on employer sponsorship.

Due to operational constraints, Fondazzjoni Sebh 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 Sebh 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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