



THE CHURCH IN MALTA

CALL FOR APPLICATIONS FOR THE POST OF SOCIAL WORKER IN CHURCH SCHOOLS

The Director for Educational Services within the Secretariat for Catholic Education invites applications from suitably qualified personnel for the post of Social Worker in Church Schools.

TERMS AND CONDITIONS

1. The salary for the post of Social Worker is salary scale 10, which in 2015 is €17,631.98 per annum, rising by annual increments of €407.67 up to a maximum of €20,078.
2. A Social Worker will progress to Scale 9 (currently €18,787.02 x €447.33 - €21,471) on completion of two (2) years service in the grade, subject to satisfactory performance.
3. A Social Worker in salary scale 9 shall progress to Social Worker in salary scale 8 after eight (8) years of satisfactory service in the grade.
4. Social Workers in Scale 8 who are in possession of a Masters (MQF Level 7) qualification related to Social Work, shall benefit from an extended salary scale on the basis of their Masters degree and after 12 months on the maximum of Salary Scale 8, following an interview and subject to satisfactory performance. They shall retain the grade of Social Worker. In such circumstances they shall be placed in Salary Scale 7. Upon being placed in salary scale 7 the qualification allowance shall cease to be paid.
5. An appointee in possession of a social worker warrant issued by the Malta Social Work Profession Board will be awarded a non-pensionable allowance of €1,000 per annum.
6. A new appointee may be required to undergo an induction phase and any other relevant training which may be deemed necessary.
7. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations of the Secretariat for Catholic Education.



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DUTIES

1. A Social Worker will be exposed to a broad spectrum of social work delivery during which the expertise required to deliver social work will be acquired. In particular, case recording, case management, report writing, the use of case conferences and case reviews, communication skills, assessment techniques, crises intervention and other social work skills will be developed.
2. A Social Worker will be expected to acquire the necessary skills and experience to be able to work effectively with children and adolescents, parents and care givers, and families of students needing support.
3. A Social Worker will work in close collaboration with the multi-disciplinary team employed with the Secretariat for Catholic Education together with other professionals and Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients. S/He should establish and maintain a link between school, home and education authorities.
4. A Social Worker shall perform any other duties connected with the post that the Director for Educational Services for Church schools, may deem fit and according to the exigencies of the Directorate for Educational Services.
5. The selected candidate is obliged to ensure that throughout her/his employment period s/he remains conversant with current social work issues and practices, both nationally and internationally. For this purpose opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.
6. Social Workers will be expected to use their own means of transport for their work. They will be entitled to the appropriate approved transport allowance.

ELIGIBILITY REQUIREMENTS

1. By the closing time and date of this call for applications, applicants must be:
 - a. (i) citizens of Malta; **or**
 - (ii) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provision dealing with the free movement of workers; **or**



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- (iii) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- (iv) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (i), (ii) (iii); **or**
- (v) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (ii), (iii), (iv) and (v) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. The Employment and Training Corporation should be consulted as necessary on this issue.

b) able to communicate in the Maltese and English languages;

c) (i) in possession of the warrant issued by the Malta Social Work Profession Board;

and

(ii) in possession of a recognized degree at MQF Level 6 in Social Work or a recognised, appropriate comparable qualification; **or**

d) in possession of the qualification mentioned in paragraph 1c(ii) above and who are eligible for the warrant mentioned in paragraph 1c(i) above, on condition that following the completion of an aggregate period of at least two years full-time (or its equivalent in



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part-time) professional practice under the supervision of a registered social worker, the selected candidate will be required to apply for a Social Worker's Warrant and until such time as s/he is awarded the required warrant, s/he will be on probation and under supervision.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications but are in the final year of studies leading to the qualification mentioned above may also apply. Such applicants are to produce official documentation by the respective University/Institution showing that the applicant is enrolled as a final year student in a course leading to the above qualification.

Successful applicants who are still in their final year of studies will only be considered for appointment when the order of merit for successful candidates for the post of Social Worker who already have the required qualification has been exhausted, subject that the applicant has obtained the required qualification, and provided a vacancy is still available.

e) of good moral character. Selected candidates will be required to produce a Police Conduct issued not earlier than one (1) month from the date of publication of the results and their appointment will be subject to the possession of a clean criminal record.

2. Due consideration will be given to applicants, who, besides the requisites indicated in paragraph 1, have proven relevant work experience.
3. Applicants should nominate two independent persons to act as referees. Applicants should ask the referees to write under confidential cover directly to the Director for Educational Services, Post of Social Worker, Secretariat for Catholic Education, 16, The Mall, Floriana FRN1472. Members of the Parliament of Malta, Members of the European Parliament, Local Councillors, Secretariat for Catholic Education employees and relatives of the applicants are not suitable to act as referees.
4. It is the responsibility of applicants, in possession of qualifications awarded by foreign universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition



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Information Centre (MQRIC) within the Ministry of Education and Employment which statement should be attached to the application and the original presented at the interview. Applicants are exempt from these requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed in the list of the Malta Qualifications Council.

SUBMISSION OF SUPPORTING DOCUMENTATION

1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
2. Original certificates and/or testimonials are to be produced for verification at the interview.

SELECTION

1. Eligible applicants will be interviewed by a selection board to assess their suitability for the post.
2. The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews.

SUBMISSION OF APPLICATIONS

A letter of Application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Educational Services for Church Schools, 16, The Mall, Floriana FRN1472, by not later than **noon of Monday 7th December, 2015**. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the Director for Educational Services for Church Schools.



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Director for Educational Services for Church Schools

Secretariat for Catholic Education

16, The Mall,

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