

## **Social Worker- Domestic Violence Shelter Job Description**

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| <b>JOB TITLE:</b>        | Social Worker |
| <b>EMPLOYMENT BASIS:</b> | Full-Time     |
| <b>DIVISION:</b>         | Il-Milja      |
| <b>REPORTS TO:</b>       | Home Manager  |

**ROLE PROFILE:** The social worker forms part of a team of professionals working within 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 six months probationary period. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:** The Shelter is led by the Home Manager. The social worker is accountable to the Home Manager. The social worker works collaboratively with the team.

### **Therapeutic work and care planning**

- Responsible for preparing and implementing a care plan for each woman, child and adolescent residing in the shelter;
- Assists 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;
- Ensures that all information given by the residents and members of the team is kept in the strictest confidence in line with the policies of the residence. Social workers will work collaboratively in the best interest of the residents;

- Endeavours to effectively assist residents to regain their dignity, respect, security, talents and capabilities;
- 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;
- Ensure that therapy and support group sessions are held on regular basis for residents and their children;
- Accompany residents to appointments, when deemed necessary and appropriate. The social worker will aim to empower residents to progress independently by supporting and guiding them accordingly;
- Monitor the progress of the care plans. The social worker will update the Home Manager and the Senior Manager through supervision and other planned meetings.
- Attend any case conference or professional meeting held regarding a child residing at the shelter, and will give a relevant update on the child to the professionals;
- Review the care plan with the resident as often as deemed necessary and at least every six months;
- Implement care plans in collaboration with the families concerned.

#### **Collaborating with others**

- Actively participate, and at times take a lead, in staff and clinical meetings, staff support group, 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;
- Follow health and safety policies and procedures of the residence;
- Supervise volunteers or students working with residents and ensure that all are carrying out their duties in line with the policies and guidelines of the residence ;
- The 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. Residents are able to request access to their file. Such

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requests will be handled by the Home Manager and will not be unreasonably withheld.

- Remain up to date with social work best practice. With the assistance of the Home Manager, the social worker will be expected to take responsibility for their personal career development and will need to attend in-service training courses, seminars and conferences which may be organised from time to time;
- Refer any allegations of abuse to the Home 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, Senior Manager or the Director.
- The social worker may be moved to an equivalent post in another service within Fondazzjoni Sebħ at the discretion of the Senior Management Team.

**MINIMUM  
REQUIREMENTS:**

**Qualifications**

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

**Experience**

- Experience of working with survivors of is desirable.

**HOW TO  
APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/11, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore  
Central Office 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.*