



Kummissjoni Ejjew Ghandi

## KUMMISSJONI EJJEW GHANDI

Central Office  
72A, Triq Villambrosa,  
Hamrun

# Care Worker (Part-time Casual)

## Job Description

(Ref. KE/2017/27)

DEADLINE	17 January 2018
ROLE PROFILE	<p>As a part-time casual care worker you will have the opportunity to work in a Children's Home or in our shelter for domestic violence. The main aim is either to provide added staff support when needed in one of our services, or to provide cover for annual leave or sick leave for full-time or part-time staff.</p> <p>In a Children's Home, the care worker's role is to care for, nurture and supervise the children residing in the home. It is the role of every member of staff to deliver a high quality of care, adhere to policies and procedures, work ethically and foster the values of the home.</p> <p>In the domestic violence shelter, your role will be to support and help women and their children live in a home-like atmosphere by helping them to strengthen their self-esteem and empowering them with skills for independent living.</p>
TERMS AND CONDITIONS	<p>The remuneration for the post of Care Worker (Part-time Casual) is €6.40 per hour.</p> <p>The new appointee will be required to undergo an induction phase and other relevant training which may be deemed necessary. The post is part-time casual and is subject to six months probationary period. The person appointed will be subject to the rules and regulations of the Archdiocese of Malta.</p>
KEY RESPONSIBILITIES	<p><b>Duties specific to Children's Homes</b></p> <ul style="list-style-type: none"><li>• To ensure that every child is cared for at all times;</li><li>• To do anything necessary to provide care to each child with an emphasis on emotional warmth, education attainment, hygiene, stimulation and stability;</li><li>• To ensure each child participates in age-appropriate activities in and out of the home, to meet their individual developmental needs;</li><li>• To assist in preparing food for children and serve meals and refreshments to children;</li><li>• To ensure that each child lives in a nurturing and loving home;</li></ul> <p><b>Duties specific to the domestic violence shelter</b></p> <ul style="list-style-type: none"><li>• The care worker will effectively assist residents to regain their dignity, respect, security and talents under the guidance of the social workers.</li><li>• Together with the team, the care worker will participate and assist in educational programmes for residents of the shelter which could help them learn and develop the necessary skills.</li><li>• The care worker will encourage residents to participate in social activities organised by the Home and participate herself in such events.</li></ul>

Children's Homes • Domestic Violence Shelter • Community-Based Prevention

T: +356 2247 0900 W: [facebook.com/EjjewGhandi1](https://www.facebook.com/EjjewGhandi1) E: [info@ejjewghandi.org](mailto:info@ejjewghandi.org)

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- To refer any allegations of abuse to the Safeguarding Commission.

#### **Administrative duties**

- To keep daily, detailed and accurate records on every service-user;
- To promptly report any concerns of abuse to the management of the home;
- To keep up to date with the progress of each service-user;
- To perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens as and where necessary;
- To follow tasks as delegated by social workers and the managers;
- To either drive or accompany children to and from school, on outings, and to medical appointments, whenever required;
- To attend regular supervision and further their professional development;
- To be available to work shifts according to the service-user's needs as directed by the Manager.

#### **Skills and attributes as members of the care team**

- An optimistic outlook to life to be positive role models for every service-user;
- A can do attitude;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Knowledge and understanding of service-user development;
- Observation, listening and empathic skills;
- An understanding of equal opportunity issues;
- Basic computer skills;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure.

#### **MINIMUM REQUIREMENTS**

#### **Qualifications**

- It is essential to have a child care certificate as a minimum.
- A qualification in the social field (e.g. social work or psychology) is preferable. Students working towards such a qualification are encouraged to apply.
- A clean driving licence.

#### **Experience**

- Experience of working in residential care as a care worker or volunteer or student placement 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. KE/2017/27, together with your CV and the contact details for 2 Referees to:

Andrew Azzopardi  
Director  
Kummissjoni Ejjew Għandi  
Email: [info@ejjewghandi.org](mailto:info@ejjewghandi.org)

*Ejjew Għandi'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.*

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