



Kummissjoni Ejjew Ghandi

KUMMISSJONI EJJEW GHANDI

Central Office
72A, Triq Villambrosa,
Hamrun

Care Worker Job Description

(Ref. KE/2017/28)

DEADLINE	17 January 2018
ROLE PROFILE	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.
TERMS AND CONDITIONS	<p>The salary for the post of Care Worker is €13,315 per annum rising by annual increments of €250 up to a maximum of €16,315. The role also benefits from €272.52 shift allowance and €512 annual government bonus.</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 fulltime 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>General care of the child</p> <ul style="list-style-type: none">• To ensure that every child is cared for at all times;• To do anything necessary to provide care to each child with an emphasis on emotional warmth, education attainment, hygiene, stimulation and stability;• To ensure each child participates in age-appropriate activities in and out of the home, to meet their individual developmental needs;• To assist in preparing food for children and serve meals and refreshments to children;• To ensure that each child lives in a nurturing and loving home; <p>Administrative duties</p> <ul style="list-style-type: none">• To keep daily, detailed and accurate records on every child;• To promptly report any concerns of abuse or maltreatment to the management of the home;• To keep up to date with the progress of each child by reading the logbook daily;• To ensure that the rules of the home are followed by all children;• To perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens;• 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 children's needs as directed by the Home Manager.

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

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Member of International Catholic Child Bureau

Fondazzjoni għall-Opri Soċjali fl-Arċidjoċesi ta' Malta VO/1415

Skills and attributes as members of the care team

- An optimistic outlook to life in order to be positive role models for every child;
- A can do attitude;
- Effective team working skills;
- Writing skills to write down daily reports and other documentation;
- Understanding and managing child behaviour;
- Knowledge and understanding of child 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 with children 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/2017/28, together with your CV and the contact details for 2 Referees to:

Andrew Azzopardi
Director
Kummissjoni Ejjew Għandi
Email: 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.