



VACANCY

A FULL-TIME WITH REDUCED HOURS POST CARE WORKER

At Dar Ġużeppa Debono

Ref: DĠD 2/2018

1. Introduction

The chairperson of the Board of Governors of Dar Ġużeppa Debono Association invites suitable qualified individuals to submit their curriculum vitae for the engagement of the position of a care worker at Dar Ġużeppa Debono. The Association is established as a national non-profit making, non-political association with a philanthropic, cultural and educational purpose in order to give support to single parents and families in various stages of their lives. It also aims to promote the value of life through educational programmes aimed at all sectors of society.

2. Job Description

Dar Ġużeppa Debono Association would like to recruit the services of a qualified person who will take the role of a care worker at Dar Ġużeppa Debono as from end of March 2018. The role of a care worker is to deliver support services to clients that make use of the services offered by Dar Ġużeppa Debono. In general, the support provided by care workers is that which would normally be undertaken by a caring relative and does not include tasks which would normally be undertaken by a qualified nurse.

It is expected that the care worker will fulfil their responsibilities in accordance with the policies and procedures at Dar Ġużeppa Debono. The job description is subject to reasonable amendments from time to time as per the care worker contract of employment.

- a. The Overall Purpose of this position will be to:
 - i. Give the necessary care and attention to the clients at Dar Ġużeppa Debono;
 - ii. Assists clients to carry out the activities within the programme issued by the Social Worker and give feedback; and

- iii. Assists clients for services which are provided outside Dar Ġużeppa Debono.

The Responsibilities for this position will include but not be limited to, the provision of:

- i. Provide care support services of the highest quality to clients in line with each individual's programme, as set up by the social worker;
- ii. Respond to clients' personal and social needs as well as their practical ones;
- iii. Encourage and assist clients to regain optimum independence;
- iv. Implementation of the programme set up by the social worker and maintain accurate, appropriate and up-to date records of services delivered, including a written feedback on the programme being implemented;
- v. Monitor the client's condition, act appropriately when these change and immediately inform the social worker;
- vi. Support clients to remain well nourished, maintain their personal appearance and self-esteem;
- vii. Support clients to maintain social relationships and to alleviate isolation;
- viii. Deliver support in a manner which is sensitive to the client's culture, race, age, sexuality, status, belief, etc...;
- ix. Engage and work closely with volunteers for the benefit of the clients;
- x. Protect the confidentiality of clients and their family members;
- xi. Promote the dignity and privacy of clients;
- xii. Participate in staff development (including supervision), training and performance appraisals as required by the Board of Dar Ġużeppa Debono;
- xiii. Participate in any meetings as required;
- xiv. Comply with the Code of Conduct and Practice as issued by the Department for Social Welfare Standards and any other professional codes as may be applicable from time to time; and
- xv. Carry out any work related to the position of a Care Worker as deemed beneficial to the client and Dar Ġużeppa Debono.

3. Skills and Qualifications

Applicants' suitability for the position will be assessed according to their ability to meet the following requirements:

Key Competencies:

- Understanding of principles of good care;
- Able to understand and follow written and verbal instructions;
- Good interpersonal skills;
- Able to speak and write in Maltese and English;
- Understanding of and commitment to equality;

Personal Attributes:

- Kind, compassionate, patient and gentle;
- Empathy and the ability to listen and empower others;
- Hard-working, honest and trustworthy;
- Dependable, flexible and responsive;
- Organised and able to work effectively alone and in a multi-disciplinary team;
- Able to respond appropriately to the unexpected; and
- Committed to continued personal and professional development, including obtaining relevant professional qualifications.

Qualifications and Personal Past Experience:

Care working related qualifications and not less than six months experience in a related post is considered mandatory within this call, and qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application document. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

It is the responsibility of the applicant, in possession of qualifications awarded by a foreign University/tertiary education institution, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education and Culture or by any other designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for employment.

4. Working Conditions

The appointment is on a full-time basis with reduced hours and is subject to the policies of Dar Ġużeppa Debono Association. All work by the care worker should be carried out at the residency of Dar Ġużeppa Debono, Għajnsielem Gozo. Working hours, which include 30 hours per week, are to be discussed with the applicants during the interview. The salary for the post of Care Worker is € 9,282 per annum.

5. Contract duration

Engagement will commence end of March 2018 and is subject to a probationary period of six months. The employment will be on the basis of a fixed-term employment contract for three years, which may be renewed for successive years.

6. Submission of application

Applicants are to submit:

- a) a hand-written covering letter with an expression of interest for the post;
- b) a detailed Curriculum Vitae in the European Curriculum Vitae Format vitae clearly outlining academic background and work experience;
- c) copies of qualifying certificates; and
- d) documentation of related experience.

The above mentioned documents are to be sent through registered mail to:

**The Chairperson of the Board of Governors
Dar Ġużeppa Debono, Lourdes Street,
Għajnsielem GSM 2200, Gozo.**

by not later than noon of **Wednesday, 7th March, 2018**

Sufficient time should be allowed in order to ensure delivery by the above deadline.

7. Eligible applicants will be short-listed for an interview by a Selection Board to assess their suitability for the post.

8. Funding:

This employment contract is being co-financed by the Fund for Voluntary Organisations – 2017, managed by the Malta Community Chest Fund Foundation.

9. Contact person:

Board Secretary

email address: info@darguzeppadebono.org

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