

# Anness A

Ministeru	<i>Servizz Pubbliku Ta' Malta</i>
L-impjieg	<i>Social Worker</i>



UFFIĊĊJU TAL-PRIM MINISTRU  
3, PJAZZA KASTILJA, VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet jinkludu:

Id-dmirijiet ta' persuna fil-ħatra ta' Social Worker jinkludu li:

- i. jassisti lill-klijenti biex jifhem il-bżonnijiet tagħhom u jassisti lilhom u lill-familjari tagħhom ifasslu miri rejalistiċi funzjonabbli;
- ii. jiżviluppa u jimplementa pjanijiet ta' kura adatti għall-klijenti b'kollaborazzjoni ma' professjonisti oħra tat-tim interdixxiplinarju;
- iii. jikkordina u jikkolabora ma' aġenziji oħra, Organizazzjonijiet mhux Governattivi (NGOs) u Dipartimenti Governattivi f'isem il-klijenti sabiex jiffacilta/ ittejjeb ir-ritorn tal-klijenti fil-komunità;
- iv. jassisti fl-assessjar u fil-moniteragg tal-progress tal-klijent bil-provvediment tal-assessjar psikosoċjali tad-dar u assessjar ieħor kif meħtieġ mit-tim li fih ikunu allokat; i
- v. joffri jew jipprovdi servizz tal-outreach;
- vi. jassisti fit-taħriġ ta' studenti fil-placements fuq il-post;
- vii. jippartecipa b'mod attiv f'riċerka jew programmi ta' awditjar organizzati mid-Dipartiment;
- viii. jibqa' aġġornata mal-issues u prattiki kurrenti tax-xogħol soċjali, kemm nazzjonali u internazzjonali sabiex tassigura għoti ta' servizz ta' standard professjonali;
- ix. jassigura li r-rekords u s-sistemi ta' lloggjar dwar l-interventi kollha mal-klijenti jinżammu filwaqt li jiggarrantixxi li l-kunfidenzjalita' tinżamm dejjem skont il-provvisti legali eżistenti;
- x. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xi. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	<i>Malta Public Service</i>
<b>Job title</b>	<i>Social Worker</i>



OFFICE OF THE PRIME MINISTER  
3, PJAZZA KASTILJA, VALLETTA, MALTA

## **Duties and responsibilities include:**

The duties of Social Worker include:

- i. assists clients in understanding their needs and aids them and their families in working out realistic functional goals;
- ii. develops and implements appropriate care plans for clients in collaboration with other professionals of the interdisciplinary team;
- iii. co-ordinates and liaises with other agencies, Non Governmental Organisations (NGOs) and Government Departments on behalf of the clients;
- iv. assists in the assessment and monitors client's progress by provision of psychosocial home assessment and other assessments as required by the team in which they are located;
- v. offers or provides outreach service;
- vi. assists in the training of students in field placements;
- vii. actively participates in research and audit programmes organised by Department;
- viii. remains conversant with current social work issues and practices both nationally and internationally in order to ensure a professional standard of service delivery;
- ix. ensures that records and logging systems are well kept regarding all interventions carried out with clients whilst ensures confidentiality at all times in accordance with legal provisions;
- x. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xi. any other duties as directed by the Principal Permanent Secretary.