

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjeg	Principal Social Worker

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jippjana, jiżviluppa, jimplimenta u jippromovi servizzi professjonali u integrattivi ta' 'Social Work' adattat għal timijiet differenti, kemm fl-isptar u kemm fil-kommunita.
 - ii. Kutatt u hidma ma' persuni f'livell maniġerjali tal-isptar u ta' servizzi diversi fil-qasam tas- saħħa mentali biex isir ippjanar ta' programmi ġodda, identifikazzjoni ta' bżonnijiet klinici u biex jistabu soluzzjonijiet fejn ikun hemm id-diffikultajiet.
 - iii. Jissieheb ma' dipartimenti u aġenziji diversi bl-għan li tigi implimentata il-viżżjoni tal-organizzazzjoni u jkun hemm koordinazzjoni effiċjenti tas-servizzi.
 - iv. Jahdem mal-Maniġers tal-Haddiema Soċjali fi hdan l-FSWS biex jiżgura integrazzjoni uniformi u bla xkiel tat-twassil tax-xogħol soċjali fis-Servizzi tas-Saħħa Mentali.
 - v. Responsabbli mill-implimentazzjoni ta' sistemi u servizzi ġodda bħala parti mill-iżvilupp kontinwu tal-organizzazzjoni.
 - vi. Koordinazzjoni u providiment ta' staff adegwat li jkopri il-bżonnijiet klinici ta' 'Social Worker' fis-servizzi varji tal-qasam tas- saħħa mentali.
 - vii. Preparazzjoni ta' 'business plan' annwali li tkopri perjodu ta' tlett snin u li tidentifa l- bżonnijiet finanzjarji tad-dipartiment. Il-principal huwa/hija mistenni/ja li ssegwi, t/jivverifika u t/jirrikoncilja l-infiq tal-fondi.
 - viii. Providiment jew/u organizza effettiv ta' superviżżjoni klinika lil membri tal-istaff kollu biex jiġi provdut sapport, tiġi facilitata Prattika riflessiva u żgurat li s-servizz ikun ta' livell għoli, skond ir-regolarmenti u l-oġġettivi tad-dipartiment.
 - ix. Jmexxi u josserva l-haddiema fi hdan id-dipartiment tas-'Social Work' skond ir- rekwiżiti u l-standards tad-dipartiment.
 - x. Jippromovi u jappoġja żvilupp professjonali tal- haddiema soċjali, inkluż ir-rikonoxximent t'opportunitajiet ta' taħriġ u l-partecipazzjoni f'attivitajiet ta'żvilupp individwali.
 - xi. Jippjana u jikkordina laqgħat regolari mal-istaff biex tiġi assigurata konformita mas-sistemi u proċeduri tad-dipartiment, biex tiġi implimentata Prattika ta' livell għoli u biex tiġi provduta informazzjoni lill-istaff li tappartjeni għall-servizz effettiv.
 - xii. Jassisti f'taħriġ u introduzzjoni ta' staff ġdid.
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- xiii. Jipparteċipa f'opportunitajiet ta' taħriġ f'suġġetti relatati mas-'social work' anke f'instituzzjonijiet ta'edukazzjoni għolja.
 - xiv. Jipparteċipa f'bordijiet tal-isptar u f'kumitati skond il-htieġa.
 - xv. Jiġbor u jzomm statistika u kompilazzjoni ta' rapporti biex jiġi analizzat il-proċess tax-xogħol u jiġu identifikati rakomandazzjonijiet għall-servizz aħjar.
 - xvi. Jwettaq kull xogħol ieħor, inkluż xogħol kliniku u xogħol wara l'hin (on-call) li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
 - xvii. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni

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Ministry	Ministry for Health
Job title	Principal Social Worker



OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Plans, develops, implements and promotes integrated and professional psychiatric social work services for multiple clinical teams, both on an inpatient and outpatient basis.
- ii. Works with senior managers and managers of clinical service units to participate in program planning, identifying clinical social work needs and resolving problems.
- iii. Works in partnership with other departments / units / agencies to support the organisation's vision and ensure efficient coordination of services.
- iv. Works with Social Worker Managers within FSWS to ensure a uniform and seamless integration of the delivery of social work across Mental Health Services
- v. Responsible for the delivery and implementation of new policies or services as part of the continuous upgrading of the organization.
- vi. Coordinates and provides adequate staffing and coverage for clinical social work needs for multiple clinical service units.
- vii. Determines fiscal requirements and prepares yearly a three-year rolling business plan for the Department. Monitors, verifies and reconcile expenditure of budgeted funds.
- viii. Provides and/or organizes effective clinical supervision to all staff to provide support, facilitate reflective practice and ensure that service delivery is of a high standard, according to agreed upon policies and objectives
- ix. Leads and monitors staff performance within agreed upon objectives and standard requirements.
- x. Facilitates and promotes staff professional development , including the identification of training needs and the participation in CPD activities.
- xi. Plans, coordinates and conducts staff meetings to ensure compliance with agreed upon policies and procedures, to implement best practices and new policies and provide communication to staff on all issues pertaining to an effective service.
- xii. Assists in the training and induction of new staff.
- xiii. Participates in lecturing duties at institutions of higher education and social work training in general.
- xiv. Participates in hospital committees and serve on various committees as directed.
- xv. Maintains relevant activity statistics and compile operational reports and analysis indicating progress and trends to make appropriate recommendations.
- xvi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvii. Any other duties as directed by the Principal Permanent Secretary

People Management Division

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