

Social Worker

The duties and responsibilities of a Social Worker include:

- (a) serve as link between the school and home through social work intervention with habitually absent students, their families and school staff. School visits and home visits are carried out as and where necessary;
- (b) carrying out home, school, office or other visits to assess the needs of learners referred to the service;
- (c) working in close collaboration with the College Education Psycho-Social team, School Management Teams, the National School Support Services, and professionals employed with other Government entities and non-Governmental Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients;
- (d) promoting and disseminating the Attendance Procedures (Annex 1: A Policy on Inclusive Education) with students, parents and school staff accordingly, and implementing the relevant measures as indicated in the Policy on Inclusive Education;
- (e) ensuring the law on compulsory education is adhered to by parents, keeping track of truant students and addressing issues that are leading to absenteeism;
- (f) vet SEWO's (absenteeism reports) submitted by the school and present them during Regional Tribunal Sitzings;
- (g) maintaining regular working links with the Social Work Service (SWS) administrative office at NSSS;
- (h) support and guide students on personal matters, including stigmatisation, scapegoating, labelling, self-fulfilling prophecies, challenging behaviour and relationship difficulties;
- (i) work with families concerning home situations that relate to school attitudes and performance;
- (j) empower students, parents and school staff to access available opportunities and resources to fully develop each student's learning potential;
- (k) act as liaison with students, parents, school staff and community resources;
- (l) making the necessary referrals according to established procedures and policies;
- (m) work within a multidisciplinary team in the respective College;
- (n) remain conversant with current social work issues and practices both nationally and internationally;
- (o) organize and participate in case conferences and inter-agency liaison meetings;
- (p) provide the necessary support to students, parents or guardians and other family members, School Management Teams, and educators, and act as a mediator between the school and family;

- (q) serve as an advocate for students by ensuring equity regarding service provision as well as demonstrate awareness of cultural differences and individual needs of students particularly those coming from vulnerable groups;
- (r) prepare and present social reports when requested for, and participating in the Juvenile Court, Malta and Gozo;
- (s) provide consultation on social matters to College Principal, School Management Teams, educators and other professionals within DES;
- (t) undertaking research in areas relevant to one's professional role as directed by Principal Social Workers and the Directorate for Educational Services;
- (u) being accountable to the Senior Social Worker, Principal Social Worker, and Director National School Support Services; and
- (v) assess and vet applications for school exemptions in Colleges.

The role of the Social Worker primarily entails carrying out effective social work assessment and interventions with children, learners and their families. A selected candidate must ensure that service users are provided with a professional standard of social work practice through accurate assessments as well as the provision of professional and timely interventions. Responsibilities include maintaining required documentation, case management, report writing, the use of case conferences and case reviews to ensure holistic and integrated interventions, consultation, team work, and crises intervention.

A Social Worker can be deployed to perform duties in State Colleges, Primary and/or Middle and /or Secondary Schools, Resource Centres, Learning Support Centres and any other educational institutions, according to the exigencies of the Public Service and MEYR in particular.

A Social Worker may be requested by management to make use of their personal vehicle for work purposes on a voluntary basis. In these cases, a Social Worker is entitled to the remuneration as outlined in the Manual on Transport and Travel Policies and Procedures as in force from time to time.

The Management shall endeavour to coordinate and centralise services as much as possible in order to mitigate the need to travel from one work station to another.