

POST OF CASE OFFICER I (EMOTIONAL SUPPORT)

Nomenclatures denoting the male gender include also the female gender

Jobsplus Permit No. 268/2023

1. The CEO of the Victim Support Agency invites applications for the post of Case Officer I (Emotional Support).

2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as Case Officer I (Emotional Support) at the Victim Support Agency.

2.2 This appointment is subject to a probationary period of one (1) year.

2.3 The salary for the post of Case Officer I (Emotional Support) with the Victim Support Agency is equivalent to Grade 5, that is, €25,675 (twenty-five thousand, six hundred and seventy-five) per annum, rising by an annual increase of €1142 (one thousand, one hundred and forty-two) and an increment of €447 (four hundred and forty-seven) up to a maximum €28,357 (twenty- eight thousand, three hundred and fifty -seven).

2.4 A Case Officer I shall be promoted to Case Officer II, equivalent to Grade 4, upon confirmation of appointment, the attainment of a relevant MQF Level 7 or higher qualification from a recognized University or Institution, and the attainment of a registered warrant issued by the competent regulatory body.

3. Duties

3.1 The selected candidate is expected to maintain strict integrity and confidentiality in all aspects of work of the Victim Support Agency, and the duties of Case Officer I (Emotional Support) shall include:

- a. Preparing self-assessment reports and evaluating the outcome of assessment techniques, such as Care Plans.
- b. Presenting findings from assessments to the respective supervisor and collaborating with other Professionals.
- c. Undertake research projects to evaluate the contribution of specific service elements, policy initiatives, and/or group program developments.

- d. Providing emotional support.
- e. Ensure that all case notes and logging systems are up to date.
- f. Liaising with other organisations and services, as required.
- g. Analyze national policies to develop strategies for continuous improvement.
- h. Keeping casework notes which may be used at court, if attendance is requested, together with providing expert witness testimony.
- i. Accompanying Services User/Witnesses to Court for emotional support, if and when required;
- j. Participating in training/meetings set both locally and abroad.
- k. Carrying out any other duties according to the exigencies of the Victim Support Agency as directed by the CEO.

4. Qualification & Experience Required.

4.1 By the closing time and date of this call for applications, applicants must be:

- (i) able to communicate in the Maltese and English Language;

AND

- (ii) in possession of a recognized qualification at MQF Level 6 in Psychology or Social Work or any related Psychosocial qualification.

AND

- (iii) In possession of a recent and valid Police Conduct Certificate.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

5. Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through email.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6. Selection procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

7. Submission of applications

7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, scanned copies of which should be attached to the application. Original certificates to be presented upon interviews.

7.2 Applications, together with a curriculum vitae showing qualifications and experience, will be received by Victim Support Agency (Attn: CEO) at 52, Old Theatre Street, Valletta, by not later than noon (Central European Time) of Friday, 28th April 2023. Applications can also be submitted by email through vsahr@gov.mt by the said closing time and date of this call for applications.

7.3 Late applications shall not be considered.