

## Accountability Profile

### Support Administrator – Shift Based

**Position Title:** Support Administrator

**Reporting:** Administrative Officer and/or Life Network Chairman

#### **Job Scope:**

The Support Administrator will care for, nurture and supervise the pregnant women and their infants/ children residing at our maternity home. LifeLine Malta pregnancy support services operates using a pro-life ethic. The Support Administrator working with LifeLine Malta agrees to abide by this ethic and to give non-judgemental support and advise.

#### **General Care of the Mother:**

- To nurture, support, educate and empower mothers to develop positive parenting skills;
- To establish stability, order and organizational skills into the lives of the mothers;
- To help support every mother in their educational development to help increase her employment opportunities, such creating a CV, finding an adequate course;
- To help mothers learn time management, household skills and preparation of healthy wholesome meals. This will also include assisting the mother with groceries needs;
- To help foster a sense of cohesion between the mothers, volunteers and staff in the home;
- May be requested to assist the resident to hospital appointments;
- Babysitting while the client is working until childcare is provided;
- Ideally to be fluent in both Maltese and English;
- Posses a first-degree in Youth work, psychology, social work, or other similar qualification/ experience;
- Individuals with a warrant/ experience will be given priority.

Those interested are to send a CV, together with a covering letter and at least 3 references to [secretary@lifenetwork.eu](mailto:secretary@lifenetwork.eu) .