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SOCIAL WELFARE SECRETARY AND FAMILY HOME SECRETARY

About Social service and care

As part of **Region Gotland the municipal social services administration** is responsible for social services, elderly care, home care, individual and family care and care for people with disabilities. Our approximately 1900 employees participates in creating an efficient function with the client in focus.

The operation for both private and family care faces an exciting future where we have been able to expand our workgroup with a number of new employees by 2017. With this great initiative, we can meet our children, parents and family homes with greater accessibility, closer cooperation and support, while employees also has room for skills development and quality assurance at work.

We are looking for an additional social welfare secretary and a family home secretary to our work group who wants to participate in this unique venture and build a business beyond the usual..

We offer a working group consisting of:

- Social welfare officer with his own supervisor
- Family home secretary with his own supervisor
- A school team working with the children's school attendance
- Administrative assistant
- Social assistant
- Head of Unit, also responsible for family law

The focus is not only on expanding human resources, it also includes a major competence development effort.

Job description

As a social welfare secretary you will be responsible for following the care, observe and accomodate the needs of the placed children through continuous meetings, conversations and activities with the children and the people or players who are important to them.



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The family home secretaries mainly deal with support and supervision in the daily work of our family homes and contracted shelters.

Together with our school team you are also working hard to map the children's need for support in school and in the family home.

In our new organization, we also have employees who have special responsibility for recruitment, investigation and training of new family homes and contact families as well as ongoing competence development efforts. Our wish is to create a bank of competent families who have the opportunity to help those children who can not live at home in the short or long term.

All duties contain administrative tasks such as reports and other documentation. To our help, we have a social assistant who relieves us the tasks that can be performed by others so that time is released as much as possible to our main task; social work.

Krav/Essential requirements:

Preferable you have a **B.A. in social work and public Administration and experience from work with children and young people**. Good knowledge of current legislation as well as investigative work are meritorious.

Teamwork is important as well as a humble attitude towards those we meet. You have the ability to put the child at the center and have a good knowledge of the children's convention and children's rights.

You should have easy to express yourself in writing and like working both in teams and individually.

Önskemål/Desirable requirements: 3 years experience with similar assignments.

Arbetsort/Place of work: Polhemsgatan 29, Visby

Arbetstid/Hours per week: 38.75 h per week, flexible working hours och preventive health care; fitness programme

Varaktighet/Contract: (tillsvidare- eller tidsbegränsad) (permanent, temporary): This is a permanent position with 6 months probationary

Startdatum/Starting date: As agreed upon **Lön/Salary:** According to Swedish law and collective agreements in which the conditions in each sector are determined by the trade union and the employer organisation.

Ansökan/How to apply: Application with CV and Cover letter by e-mail. **Sista ansökningsdatum /Last application date:** November 15

Övrigt/Additional Information:

(Does the employer help with accommodation, interview and/or relocation costs etc?)



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The employer initially assists in finding accommodation. Language training and cost for interview and relocation will be discussed and can be supported by Your First Eures Job and Reactivate.

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