

## **Women's Aid Dundalk: Supervised Access Service Co-ordinator (Maternity Cover) (<https://www.activelink.ie/node/115512>)**



**Women's Aid Dundalk CLG**

## **Supervised Access Service Co-ordinator Vacancy Maternity Cover**

**Position:** Supervised Access Co-ordinator, this is a fixed term contract from June 2025 to September 2026, subject to funding.

**Hours:** 39 Hours per week

**Reports to:** CEO

### **Main Duties & Responsibilities:**

- To Coordinate and Manage the Supervised Access Service
- To ensure the appropriate referral of each case to the service
- To allocate cases to Supervised Access Team
- Facilitate Team Meetings
- Ensure the management and reporting of each case to the allocated Social Worker and Agency
- To support and supervise the Access Team
- To ensure all health and safety requirements of the Service are adhered to
- To attend Case Conference, Child In Care Review, Strategy Meetings, Core Group Meetings and any other representation that is required
- To ensure the ethos of Women's Aid Dundalk in working with families is upheld
- To liaise/engage with all relevant stakeholders
- Manage all documentation in relation each case load
- Keep Services Manager up to date will all aspects of the Supervised Access Service

### **Essential to this Role:**

- Level 7/8 Qualification in Social Work, Social Care, Youth and Community or a related field
- Minimum 2 years' experience in a Social Care Field
- Knowledge and experience of Child Protection Legislation and Policy
- Excellent Communication, Reporting, Leadership and Organisational skills
- Commitment to delivering a quality service
- Commitment to Confidentiality of all aspects of the service
- Familiar with Microsoft Office 365
- An awareness/understanding of the issue of Domestic Abuse/Coercive Control and its impact on women and children.
- Commitment to work within the ethos and values of Women's Aid Dundalk

**Application Process: CV & Cover Letter to [Adrianna@womensaidilk.net](mailto:Adrianna@womensaidilk.net) (<mailto:Adrianna@womensaidilk.net>)**

Closing date for applications, 12 noon on Thursday 29th May 2025. Interviews provisionally scheduled for Friday 6th June 2025.

Women's Aid Dundalk is an equal opportunities employer

**Region**

Co Louth

**Date Entered/Updated**

8th May, 2025

**Expiry Date**

29th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115512-womens-aid-dundalk-supervised-access-service-co-ordinator-maternity-cover>