

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>)

Closing date for applications, 12 noon on Thursday 29th May 2025. Interviews provisionally scheduled for Friday 6th June 2026.

Women's Aid Dundalk is an equal opportunities employer

Region

Co Louth

Date Entered/Updated

8th May, 2025

Expiry Date

29th May, 2025

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