**Job Specification and Terms and Conditions**

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| **Job Title** | Community Support Worker |
| **Location of Post** | **LDAS offices, Mountrath Road, Portlaoise, Co. Laois. Travel to locations throughout Laois will be required.** |
| **Details of Service** | Laois Domestic Abuse Service provides a range of services for women and children subjected to domestic violence and abuse (DVA); including the provision of support and information, advocacy services, group programmes, partner support for the MEND programme, court accompaniment and counselling. |
| **Closing Date** | **Friday 3rd May 2024 @12pm** |
| **Reporting relationship** | **Reports to the Service Director.** |
| **Purpose of the Post** | The purpose of this post is to provide support, group programmes, advice, advocacy, and information in the community, to women subjected to DVA. The post holder will provide high quality, safe and effective domestic violence responses to those seeking support, safety and recovery. You will work within a supportive, trauma informed framework and have the opportunity to learn and develop in your role. The post holder will also participate in the delivery of workshops, training, and community art projects which are focused on the issue of DVA. |
| **Duties** | 1. To promote working principles of LDAS and to observe and enforce a policy of strict confidentiality at all times in relation to all aspects of the service ensuring compliance with all LDAS Policies and Guidelines. 2. To support women who have been subjected to DVA by providing emotional and practical support in relation to their experiences of DVA and facilitate their consideration of their options for a safer future. 3. To develop and deliver plans with clients, through scheduled support sessions, and encouraging active participation from service users in leading their own personal objectives and making choices to maximise their safety. 4. To deliver group programmes to reach clients in the community. 5. To accompany women to family court applications and hearings, legal aid appointments, garda stations. 6. To discuss all options available and advise women on how to access / make referrals internally or externally to relevant services. 7. To develop referral links for women with local support services and networks. 8. To create community awareness regarding the issue of DVA and best practices in combating it, including through community development connections. 9. To network and develop links with local service providers relevant to service users’ situations including, gardai, schools, housing authorities, social welfare, women’s groups, social work, hospitals, doctor surgeries, counsellors, youth services, family resources centres, etc. 10. To liaise and work cooperatively with all Laois Domestic Abuse Service staff including the counselling, Court and Children’s Services to ensure a Domestic Violence Trauma Informed approach is used with all service users. 11. To maintain and update accurate records of all files and any associated documentation using the esafe database, and all other databases in a timely and professional manner. 12. To attend and participate fully in all team meetings, trainings and supervision provided by the organisation. 13. To work according to Children First guidelines and Laois Domestic Abuse Service’s Child Protection and Welfare policy. 14. To work under the direction and guidance of Management to ensure the highest possible level of service is maintained at all times. 15. Communicate with Management on a regular basis and advise them in a timely manner of issues arising from work. 16. To attend court hearings and give evidence as required. 17. To perform such other reasonable duties appropriate to the post, which may be assigned by the Service Director or other designated officer. 18. To maintain a positive and professional approach to all service users and staff at Laois Domestic Abuse Service. 19. To be motivated and action oriented in all aspects of service delivery. 20. To work as part of a team, providing a welcoming, safe environment for women accessing the service. 21. To assist in the monitoring and evaluation of areas of work as appropriate. 22. In relation to the principles and objectives of the Child Care Act 1991, to participate in child protection case conferences and prepare relevant reports. |
| **Essential Qualifications** | Recognised third level qualification (Bachelors minimum) in Social Studies, Social Science, Community Development or similar field. |
| **Experience** | 1. Minimum of two years previous employment experience working with service users one to one in a support/advocacy role 2. Experience working with women and children subjected to domestic abuse 3. Experience of liaising with other professionals and agencies who work with and refer disempowered clients. 4. Experience in the efficient management of caseload and manging competing priorities. 5. Experience of the court system in relation to family law, an advantage. 6. Experience in establishment and facilitation of groups. |
| **Core Competencies**  **Essential knowledge and understanding** | The successful candidate will demonstrate competency in the following areas:   1. Understanding of the challenges associated with women subjected to DVA. 2. Ability to engage in reflective practice. 3. Ability to establish safe contact points throughout the county to meet service users. 4. Ability to be empathic and support the client through the process of change. 5. Capacity to create an awareness of the role and service among relevant professionals. 6. Organisational skills: creating a disciplined working environment, keeping accurate records and reporting. 7. Comprehensive knowledge of DVA and current legislation 8. Ability to maintain confidentiality at all times within the parameters of LDAS’s Child Protection policy, per Tusla guidelines 9. Capacity to accurately represent the views and objectives of the service. 10. Good IT skills. 11. Ability to work as part of a team. 12. Self-starter with ability to work on own initiative  * A theoretical understanding of DVA. * Evidence based programmes and approaches to working with women affected by trauma and to demonstrate an understanding of the impacts of trauma on children and young people. * Current legislation and key policy documents relevant to women subjected to DVA. * Understanding of safeguarding procedures and child protection issues. * Working knowledge of DVA and the associated issues facing women and children. |

**Terms and Conditions of Employment**

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| **Tenure** | 35 hours per week.  This post is permanent dependent on continuing funding to the service.  6 month probation applies to this position.  Working Hours: Monday to Friday 9am to 5pm, some evening or weekend work may be occasionally necessary. |
| **Salary** | In line with HSE scale: Social Care Worker |
| **Health** | A candidate for and any person holding the position must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render continuous and efficient service. |
| **Travel** | The successful candidate must be prepared to travel in the course of their work, a full clean driving license and use of a car is essential for this post and must be noted on your application. |

**Application Process**

The application is by application form only. Completed forms can be sent for the attention of the Office Manager to [lina@laoisdomesticabuseservice.ie](mailto:lina@laoisdomesticabuseservice.ie) Closing Date is **Friday 3rd May @ 12pm**. Only shortlisted candidates will be contacted.

**Please note any offer of a position is subject to Garda Vetting.**

**Laois Domestic Abuse Service is an Equal Opportunities Employer.**