

## **A.S.S.C. Accompaniment Support Service for Children: Court Accompaniment Support Officer** **(<https://www.activelink.ie/node/114337>)**



### **A.S.S.C. Accompaniment Support Services for Children**

A.S.S.C Accompaniment Support Service for Children was set up in 2020 to address the needs of young people as they negotiate their way through the Criminal Justice System. Our service provides accompaniment and advocacy for young people and their families at different stages of the Criminal Justice System.

We are a charity that aims to ensure that all children who need our support receive it, in a timely and appropriate manner irrespective of their means.

#### **Aims**

A.S.S.C. works with medical doctors; nurses; Tusla; An Garda Síochána; State Solicitors; D.P.P. (Director of Public Prosecutions); Court Services and professionals from relevant support agencies. This multi-disciplinary and holistic approach supports young people and their families, moving through different stages of the Criminal Justice System.

#### **Vision and Missions**

The vision and mission of A.S.S.C. are to provide all young people and families with accompaniment and support during their time within the Criminal Justice System. A.S.S.C. provides advocacy phone support that advocates for the voice of the child, for the rights and experiences of young people and their families.

**For further information on A.S.S.C., visit [www.assc.ie](http://www.assc.ie) (<http://www.assc.ie>)**

### **Role of A.S.S.C. Court Accompaniment Support Officer**

The postholder will be responsible for the coordination of court accompaniment services, this includes supporting A.S.S.C. volunteers within their role, onsite in the Criminal Courts of Justice, Dublin. This includes providing support & advocacy for young people and their families. This role holds the responsibility of managing the Dublin court accompaniment caseload, ensuring what is required for appropriate support on a case-by-case basis, remaining child focused. The role will be reporting to management monthly and compiling all activity reports and inputting statistical data, in line with the National Service Coordinator. The post holder will also work as part of a multi-disciplinary team and follow child protection policies and procedures. There may be occasional travel to courts outside Dublin, as we expand our services nationwide. They will be participating in regular clinical supervision, case management and line management. This role reports to the Co-Executive Director, for Delivery Services & Development.

**Reporting to:** Co-Executive Director, for Delivery Services & Development & the National Service Coordinator (when applicable)

**Working Relationships:** The Court Accompaniment Support Officer will work closely with the National Service Coordinator & National Volunteer Coordinator and will liaise with other A.S.S.C. staff team and volunteer members.

### **Principle Duties & Responsibilities**

- Responsibilities of A.S.S.C. Court Accompaniment Officer

- Work alongside higher management & coordinators for the implementation of increasing court accompaniment referrals & the Court service expansion nationwide
- Provide advocacy phone support to families whose child/ren are impacted by crime
- Work alongside the A.S.S.C. Support & Advocacy Officers nationwide & Youth Advocate in Barnahus West
- Oversee the coordination of Dublin and national court accompaniment referrals
- Support the coordination of the court accompaniment onsite volunteers
- Debriefing volunteers post accompaniment
- Support in the recruitment & training of volunteers & staff, when required
- Develop and update Internal Protocol Policy Documents
- Oversee and provide support for the implementation of the national court accompaniment 3-year strategy plan & support with the next Strategic Cycle, in 2026
- Monthly Statistics & service activity reports for Executive Directors
- Attend clinical supervision
- Attend line management and case management
- Facilitate effective communication between volunteers, staff, stakeholders, and other professionals, and agencies involved with A.S.S.C. services. Particularly within the criminal courts of justice, in Dublin
- Engaging with CPD
- Any other duties are deemed relevant to this role
- **Note:** This job description will be reviewed and updated in line with the needs of the work of A.S.S.C.
- This role also demands occasional travel on a national level, but primarily be situated in the CCJ (Criminal Courts of Justice), in Dublin.

## Person Specification

### Essential Requirements

- Relevant & recognised third-level qualification within the domain of social care, youth work, psychology, psychotherapy, or any other relevant area of study and at least 3 years' proven experience in such role, or of a similar role.
- Worked or experience in supporting vulnerable families/children or in a similar field
- An understanding of the Children's First and Child Protection guidelines
- Experience of victim support
- An excellent understanding and experience of computer skills
- Excellent statistical collection skills
- Excellent record-keeping
- Excellent reporting skills
- A strong sense of empathy
- Confidentiality
- A solid understanding of boundaries
- Openness and flexibility in the work
- A self-motivated personality
- Excellent communication skills
- Excellent interpersonal skills

### Desirable Requirements

- Understanding of the criminal justice system in Ireland
- Experience in providing individual/group training.
- Experience working/volunteering within the volunteer sector.
- Previous experience managing people
- Previous experience working within sexual assault treatment units (SATU)
- The ability to work remotely
- Have flexibility with working hours

## Terms & Conditions

**Location:** A.S.S.C. Head Office, Carmichael House, Brunswick St., Dublin 7. Remote working model is available. This role will be situated primarily in CCJ, Dublin

**Terms of Contract:** A fixed term contract for 3 years, subject to funding

**Hours of Work:** Monday – Friday (37.5 hours a week). This role will be onsite in Criminal Courts of Justice, Dublin. The

remaining time (when applicable) will be remote working or, in A.S.S.C. office within Carmichael House. A full time remote working option will be available during holiday periods. Some occasional unsocial hours will be required and flagged well in advance. Time in lieu system is in place.

**Remuneration:** Salary €36,020 per annum.

**Annual Leave:** 22 days annual leave (exclusive of public holidays) per calendar year.

## To Apply

Please forward a C.V. & cover letter to [administration@assc.ie](mailto:administration@assc.ie) (mailto:administration@assc.ie)

**Closing date for applications: Monday 24th March 2025 @ 5 pm**

Interviews are being held on Monday 31st March – First interviews will be delivered via zoom

Successful shortlisted candidates – Second interviews will be held face to face on Tuesday 8th April – Venue Carmichael House, Dublin)

### Region

Dublin 7 / City Centre

### Date Entered/Updated

11th Mar, 2025

### Expiry Date

24th Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/114337-assc-accompaniment-support-service-for-children-court-accompaniment-support-officer>