Aoibhneas is a Domestic Abuse Support Agency working with Women and Children who are or have been affected by domestic abuse.

 Aoibhneas provides a complete continuum of care within a service of excellence. A complete continuum of care arrangement provides for the access of women and children to supports at earliest intervention through provision of prevention and awareness raising programmes, community-based support, refuge accommodation, transitional accommodation, and post refuge/ transitional support.

**Vacancy – Court Accompaniment Officer**

**Job Title:** Court Accompaniment Officer

**Location:** North Dublin, North County and Dublin City Centre

**Salary:** HSE 2021 Rates €33,630 - €47,561 (pro-rata)

**Hours:** 16-hour (2 day) week flexible working from time to time

**Contract:** One-Year Fixed Term

**Reports to:** CEO

**Role Purpose**

Aoibhneas is seeking a Court Accompaniment Officer to join our team to provide legal advocacy, referral and information to women regarding the Family Court process in relation to Domestic Violence and Sexual Assault; assist with court preparation and court accompaniment to women regarding the Family Court process in relation to Domestic Violence and Sexual Assault; provide support post court accompaniment to women regarding the Family Court process in relation to Domestic Violence and Sexual Assault and represent the work and ethos of Aoibhneas Women and Children’s Refuge within the community.

**Key Job Responsibilities**

**Client Services**

* Orient women with Family Court procedures and processes, arrange for and/or attend court and legal appointments with women as necessary.
* Provide a court accompaniment and preparation service.
* Attend court hearings and give evidence as required.
* Complete risk assessments and assist in developing safety planning for women and their children.
* Assist women in completing affidavits and all other legal forms.
* Support women in navigating the Family Law, Criminal Law, Immigration and Child Welfare systems.
* Provide telephone, email and one-to-one emotional and practical support to women.
* Provide referrals to women for complimentary or alternative services that will support her Family Court process.
* Maintain knowledge of current and new legislation that pertains to all aspects of the Family Court process.
* Ensure that cultural interpreters are available as needed.
* Plan, develop, organize, and provide educational workshops to women and staff on the Family Court process as well as community partners.
* Develop, create and update Family Court fact sheets for women and the community.
* Provide public education and promotion of the program as required.

**Advocacy**

* Provide advocacy and accompaniment when needed.
* Develop and maintain good working relationships with referral agencies, barristers, solicitors, An Garda Siochana and other outside professionals and advocate on the issues of sexual and domestic violence as it pertains to the Family Court process.
* Be familiar with current community resources, provide options, refer and connect women as needed.

**Administration**

* Liaise with and inform the Manager, on a regular basis, of issues arising from work with individual cases.
* Maintain accurate and up to date records of all case files.
* Prepare and compile departmental statistics.

**Other**

* Participate in relevant training and development courses.
* Participate in the provision of services as part of the Aoibhneas team.
* Perform such duties appropriate to the post, which may be assigned by the Refuge Manager or other Designated Officer

**Person Requirements**

Essential

* Third Level Qualification at degree level in social science, social care or related field
* A minimum of 2 years relevant work experience working in a social care setting
* Excellent knowledge and understanding of domestic violence and issues affecting women and children experiencing domestic violence.
* Excellent facilitation, training and communication skills
* Full driving License

Desirable Criteria

* Flexibility/Adaptability
* Integrity
* Dependability
* Concern for others
* Independence
* Stress tolerance
* Initiative
* Self-Control
* Understanding of Child Protection
* Experience of inter-agency working

**Role Requirements**

Flexible to locations due to nature of service and working hours between 9am and 6pm potentially.

**Terms & Conditions**

* Salary Scale €33,130 - €47,061 (pro-rata)
* 16-hour (2 day) week
* One-year Fixed-term Contract.
* Employer Pension Contribution of 5%.
* Annual leave 22 days inclusive of 2 wellbeing days with incremental days in line with service.
* Access to Supervision and Employee Assistance Programme.
* Access to Digital GP and Family Care Mental Health Support amongst other benefits.

A Panel may be formed out of this recruitment process.

Any interested applicants should forward their CV and a short covering letter stating their suitability for the role.

Please email **recruitment@aoibhneas.org by 5 pm on Friday, 11th April** for the attention of: Recruitment, Aoibhneas CLG., PO Box 5504, Dublin 17, Tel. 01 867 0805

Interviews will take place on Friday 18th April, 2025 (Virtual interviews will be facilitated)

*All offers of employment with Aoibhneas are subject to Garda Vetting. Aoibhneas is an equal opportunities employer.*