



Support Worker

Employer	Men's Aid Ireland
Location of Employment	St. Anne's Resource Centre, Navan, Co. Meath
Reporting to	Social Care Team Manager
Hours	21.5hrs
Contract	4 months, specific purpose contract

The Role

Men's Aid Ireland is the only dedicated support service for male victims of domestic violence in Ireland. We support men and their loved ones who are experiencing difficult and or abusive family situations. We are now seeking to add to our dedicated team and are inviting applications for the position of Part-time Support worker (Full training will be provided)

The candidate will have knowledge and understanding of domestic violence and the legal options available to men and their families.

General Duties

- To provide legal information on family law issues, domestic violence orders and court procedures to callers.
- Maintain all records and files in line with Men's Aid procedures, policies and guidelines.
- Input all records and files into our CRM in line with Men's Aid procedures, policies and guidelines.
- To support clients around safety issues and legal matters in relation to domestic violence orders.
- To arrange bookings for face to face appointments and court accompaniment workers.
- Facilitate face to face appointments with clients.
- Provide referrals to other organisations/sources of support.
- Provide information about survivor's rights and information on relevant court orders.
- To adhere to Men's Aid Child Protection policy and make child protection referrals if necessary.
- To stay up to date on the changes of policies, legislation and additional supports available within the area of domestic violence, and attend all in-house training when required.
- Ensure all Men's Aid GDPR policies are adhered to.

Other tasks or duties compatible with the role;

- Support local groups and agencies to deal with issues of domestic abuse within their work programmes.
- Assist in the development of structures to enable Men's Aid to provide a wide range of services and supports to meet the needs of men and children including individual and peer supports.
- Any other duties or tasks as required by the Manager which are compatible with the aims and objectives of the organisation.

Knowledge and Skills Required

Support workers must most importantly be able to provide a non-judgmental listening ear while adhering to the boundaries of the role. Empathy & confidentiality are most important as well as awareness of and adherence to the boundaries of the role.

- Empathy and a willingness to support male survivors of domestic violence.
- Excellent listening, communication and interpersonal skills.
- Self-motivated.
- Computer skills including word processing, email and internet and CRM. Experience of Microsoft Office desirable.
- Experience in report writing.
- To arrange bookings for face to face appointments and court accompaniment workers
- Ability to work independently on their own initiative and as part of a team.
- Possesses the ability to work in very busy or quiet environments.
- Ability to follow guidelines and represent the charity in a positive manner.
- Previous experience key working vulnerable clients an advantage.

Experience

The ideal candidate would have;

- A minimum of 2 years' experience within the area of domestic violence
- Previous experience as a support worker.
- Knowledge of the workings of family court, domestic violence orders, guardianship, custody and other basic family law matters.
- Helpline experience.
- A third level qualification in: social studies, social science, social care or equivalent.

Interested candidates please submit your CV with cover letter to Amanda Comey at

Men's Aid Ireland amandac@mensaid.ie

Closing date for applications is **Wednesday 13th October at 5pm**

Men's Aid Ireland is an equal opportunities employer.