



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

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PROFESSIONALLY QUALIFIED SOCIAL WORKERS REQUIRED

The Adoption Authority of Ireland is the regulatory body for adoption in Ireland. The Authority is seeking to fill three positions at Professionally Qualified Social Worker level. The positions are currently based in the Authority's offices in Ballsbridge, Dublin 4.

Social workers are employed at the Adoption Authority to fulfil regulatory and research functions, as outlined in the Adoption Act 2010 in relation to domestic and intercountry adoption. Current functions in relation to the National Adoption Contact Preference Register include trace, search and reunion in non-agency and private adoption cases; information, counselling and mediation of parties matched through the National Adoption Contact Preference Register.

Duties and responsibilities include:

- working in a professional team and in multi-disciplinary settings to progress the organisations aims;
- working within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the Authority;
- managing and prioritising a caseload appropriate to the post;
- providing mediation and counselling related to tracing and matches as required and from the National Adoption Contact Preference Register;
- providing information and advice by telephone and email;
- providing telephone counselling and information through Duty Call service;
- overseeing the quality control aspects of information release applications;
- integrating procedures into practice documents for use by service providers;
- providing a service in relation to the review of Domestic and Intercountry Adoption applications;
- committing to continuous professional development actively participating in team building and change management initiatives.

Applicants must have

- evidence of professional social work qualification and registration with CORU;
- proven experience of adoption, child and family or similar social service provision;
- experience of search, trace, counselling, mediation and reunion;
- commitment to and promotion of continuous professional development;
- experience of service delivery in adoption or child protection services in a flexible team setting; and
- demonstrate and ability a willingness to develop IT skills relevant to the role.

This job description is intended as a general guide to the range of duties and it is neither definitive nor restrictive. The Adoption Authority reserves the right to assign staff within the Authority as appropriate and necessary.

The Authority operates flexible working hours.

For further information and to download an application form please go to News section on the Authority's website at www.aai.gov.ie. Closing date **12 noon Thursday 12 March 2020**.