



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

SENIOR SOCIAL WORK PRACTITIONER – 2 VACANCIES

The Adoption Authority of Ireland is the regulatory body for adoption in Ireland. The Authority is seeking to fill two posts at Senior Social Work Practitioner level. The positions are currently based in the Authority's offices in Ballsbridge, Dublin 4. All employees of the Adoption Authority are public servants.

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 provide opportunities to work in a wide range of areas including:

- Domestic adoption – reviewing cases in relation to eligibility and suitability, and reviewing all placements made;
- Intercountry adoption – ensuring best practice in relation to the matching of children;
- Information and Tracing – providing information, support and mediation of parties matched through the National Adoption Contact Preference Register;
- Regulatory functions – accreditation, inspection and monitoring of accredited services;
- Research – working in conjunction with a full time researcher to deepen knowledge, promote learning and contribute to best practice;
- Working as part of a multi-disciplinary team including research, administration, legal and medical;
- Child protection duties in line with the Children First Act 2015 and Children First 2017;
- Professional development – professional development of the social work team, hosting of seminars and other fora for other stakeholders engaged in adoption throughout Ireland.

CORE DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Social Work Team include but are not limited to the following:

- Review applications for Declarations of Eligibility and Suitability in both Domestic and Intercountry Adoption applications and make recommendations;
- Review submissions to the Authority for baby placements and make recommendations;
- Review matching process in Domestic and Intercountry Adoption and provide reports and recommendations;
- Provide information and advice through Day Duty telephone service and SW@aai.gov.ie;
- Provide mediation service for parties matched from National Adoption Contact Preference Register;
- In respect of records held by the Adoption Authority provide mediation and tracing service related to requests for the release of original birth certificates;
- In respect of records held by the Adoption Authority provide information, tracing and counselling in respect of requests for non-identifying information;

- Contribute to the implementation of the Authority's Corporate and Business Plans;
- Maintain and collate data for the provision of reports to senior management and the Board or the Authority;
- Maintain procedural manuals and ensure their compliance with Authority policies;
- Keep up to date on current and impending legislation and perceived impact on practice;
- Develop competency in all the Authority's ICT systems and contribute to the development of ICT;
- Contribute to research projects and developments;
- Adhere to Children First guidelines within the AAI;
- Ensure that analysis, report-writing and presentation skills are to Court standard;
- Avail of continuous professional development through provision of peer and student supervision, attendance at relevant training and availing of reflective supervision;
- Comply with the Performance Management System in the Authority.

Additional Duties and Responsibilities of Senior Social Work Practitioner

- The senior practitioner will hold additional responsibilities in relation to the overall management and delivery of service. Such responsibilities may include enhanced levels of practice, demonstration of enhanced levels of competence and skill in relation to the provision of social work within the Authority and across external agencies;
- The senior practitioner will also be expected to provide support, mentoring and advice to other team members, under the overall direction of the Principal Social Worker;
- Undertake such duties as may be assigned by the Principal Social Worker or Chief Executive Officer.

Essential Attributes

The candidate shall:

- On or before the closing date hold a recognised professional qualification in social work and be registered with CORU. Registration with CORU must be maintained throughout the period of employment with the Adoption Authority;
- Have a minimum of 3 years post qualification experience;
- Have proven experience in adoption, child and family or similar social service provision;
- Have a demonstrably high level of report writing and presentation skills;
- Have proficiency in Word and Excel and email systems;
- Have experience in search, trace and mediation;
- Have experience of service delivery in a flexible team setting;
- Demonstrate commitment to and promotion of continuous professional development.

Desirable Attributes

The ideal candidate will also have

- knowledge of Irish and international best practice in adoption and child protection matters;
- familiarity with General Data Protection Regulations and Freedom of Information requests;
- Public Sector knowledge relevant to his/her area of work.

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.

For further information about the posts and the application process please go the News section on the Authority's website at www.aai.gov.ie. **Closing date for applications is 12 noon on Thursday 08 July 2021.**