



<https://jobsleworld.com/jobs/advice-worker-job-in-ireland-careers-portal/>

## Advice Worker

### Job Location

Ireland

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 3,000 - USD 4,000

### Qualifications

Degree in Social Work, Law, or a related field (preferred)

### Employment Type

Full-time

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### Hiring organization

Careers Portal

### Date posted

December 26, 2024

### Valid through

31.07.2025

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## Description

# Advice Worker Job in Ireland

## Summary

- **Details of Position:** Advice Worker Jobs in Ireland
- **Company:** Various NGOs, Government Agencies, and Community Organizations
- **Positions:** Advice Worker
- **Location:** Nationwide (Dublin, Cork, Galway, etc.)
- **Qualification:** Degree in Social Work, Law, or a related field (preferred)
- **Job Type:** Full-Time, Part-Time
- **Experience:** Entry-level to Experienced
- **Knowledge Required:** Strong communication and interpersonal skills, knowledge of relevant legislation (e.g., social welfare, housing, employment law), ability to work independently and as part of a team.
- **Age Requirement:** No specific age limit
- **Salary:** €30,000 – €45,000 per annum (approx.)

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## About the Job

Advice Workers play a vital role in supporting individuals and families facing a range of social and economic challenges. They provide confidential and impartial information, guidance, and support on a variety of issues, including:

- **Social Welfare:** Understanding and navigating the social welfare system, including applications for benefits, appeals processes, and eligibility criteria.
- **Housing:** Assisting individuals and families with housing issues, such as homelessness, rent arrears, and housing applications.
- **Employment Law:** Advising on employment rights, such as unfair dismissal, discrimination, and workplace bullying.
- **Debt Management:** Providing support and guidance on debt management strategies, including budgeting, debt consolidation, and dealing with creditors.
- **Consumer Rights:** Advising on consumer rights and assisting with consumer complaints.
- **Family Law:** Providing basic information and support on family law issues, such as separation, divorce, and child custody.

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### **Key Responsibilities**

- **Providing information and advice:** Conducting interviews with clients, assessing their needs, and providing accurate and up-to-date information and advice on relevant issues.
- **Casework:** Investigating client cases, gathering relevant documentation, and representing clients at hearings or meetings.
- **Advocacy:** Advocating on behalf of clients with relevant agencies and organizations.
- **Outreach and Community Engagement:** Participating in community outreach activities to raise awareness of the services provided.
- **Case Management:** Maintaining accurate and up-to-date client records.
- **Liaison with other agencies:** Building and maintaining relationships with other agencies and organizations to ensure effective service delivery.
- **Staying updated:** Keeping up-to-date with relevant legislation, policies, and procedures.

### **Requirements**

- **Education:** Degree in Social Work, Law, or a related field is preferred, but not always essential. Relevant experience may be considered.
- **Experience:** Entry-level positions are available, but experience in a social care or community development setting is advantageous.
- **Skills:**
  - **Excellent communication and interpersonal skills:** The ability to communicate effectively with clients from diverse backgrounds, both verbally and in writing.
  - **Strong analytical and problem-solving skills:** The ability to analyze complex situations and identify appropriate solutions.
  - **Confidentiality and discretion:** The ability to maintain client confidentiality at all times.
  - **Empathy and compassion:** The ability to empathize with clients and provide support in a sensitive and compassionate manner.
  - **IT skills:** Proficiency in using computers and relevant software packages.
  - **Time management and organizational skills:** The ability to manage multiple tasks and deadlines effectively.
- **Personal Attributes:**
  - **Self-motivated and results-oriented:** The ability to work independently and as part of a team to achieve goals.
  - **Resilience and adaptability:** The ability to cope with challenging situations and adapt to changing priorities.

- **Commitment to social justice:** A strong commitment to social justice and a desire to make a positive impact on the community.

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## Benefits

- **Competitive salary:** Salaries vary depending on the employer and level of experience.
- **Pension scheme:** Many employers offer contributory pension schemes.
- **Paid leave:** Paid annual leave, sick leave, and public holidays.
- **Professional development opportunities:** Opportunities for training and professional development to enhance skills and knowledge.
- **Job satisfaction:** The opportunity to make a real difference in the lives of others.

## How to Apply

- **Search for vacancies:** Check job boards, charity websites, and government websites for available Advice Worker positions.
- **Review job descriptions carefully:** Ensure your skills and experience align with the specific requirements of each role.
- **Prepare a compelling CV and cover letter:** Tailor your CV and cover letter to each specific application.
- **Apply online or by post:** Follow the application instructions provided by the employer.

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