



The Liberties Community Project (SICCDA)



#CES-2399914



ARC HOUSE, 557/559 S Circular R, Dublin 8,
D08 X229



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2025



11/08/2025

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Receptionist/Admin ARC Cancer Services - The Liberties Community Project

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties:

- First point of contact for clients attending ARC services
- Welcome ARC clients for appointments
- Use our computer system to manage and book client appointments
- Check clients into the building for their appointments
- Create new appointments for clients
- Call clients 48 hours in advance to confirm appointment
- Deal with incoming/outgoing calls regarding booking and rescheduling of appointments
- Support Drop In volunteers with client registration
- Support administration of the centre
- Provide Health and Safety support – ensuring all staff, visitors and clients sign in
- Manage supplies: stocktaking, ordering and putting away
- Open and close paper files
- Support room booking system
- Otherwise assist as directed
- This is a developmental opportunity with no experience required
- Training will be provided

Please contact your local DSP Employment Services/Intreo Office to check your eligibility

For further information please contact The Liberties Community Project Reception on 01-4536098 or email Mmoyne@thelibertiescommunityproject.ie

- **Sector:** administrative and support service activities