



Cornerstone



#CES-2418808



MARYVILLE, Finisklin Road, Sligo, Co. Sligo,

F91 F256



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/10/2025



12/12/2025

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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## Hostel Care Assistant

### 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.

To register your interest 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.

#### Phase One (Year 1)

To work as a member of a team under the leadership of the Manager which seeks to promote the well-being of all clients:

By getting to know the clients

Being available to listen and talk to clients

By fostering a homely and friendly atmosphere in the house where all are accepted and treated with respect

To ensure that the accommodation is a safe environment for clients and staff by reporting any disruptive behavior or breaches of house rules to the manager/staff member on duty.

Keeping the manager informed at all times of any incidents or issues which arise.

To conduct regular checks of house and grounds or more often in particular circumstances, identifying and addressing any safety or fire hazards.

To maintain the house and grounds at the direction of the manager including general maintenance, cleaning and decoration.

To maintain a continuous waking presence during all shifts.

To communicate either verbally or in writing to the service manager, any particular incident or observation of the previous shift.

To contact the Hostel manager or the Accommodation Officer in the case of any emergency or in their absence the Director.

#### Phase 2 (Year 2)

During phase 2 the CE participant will work at all times under the direction and supervision of an experienced practitioner in the field.

#### Additional Specific Duties and Responsibilities Phase 2 (Year 2)

To commence shadowing Keyworkers in their duties, including client assessments and care planning.

To develop and maintain positive professional working relationships with other services in the organisation and with external service providers.

#### Phase 3 (Year 3)

The CE participant will, at this stage, have completed their QQI Major award and be categorised as a Basic Practitioner and therefore the CE participant would be expected to be capable of working on their own initiative.

#### Additional Specific Duties and Responsibilities Phase 3 (Year 3)

To key-work with appointed clients under the supervision of the manager.

To take on additional responsibilities in the hostels including Night Shifts/Sleepovers.

To be available to provide support and cover for other Cornerstone hostels as required

#### General Responsibilities:

##### Phase 1, 2 and 3

To be familiar with, adhere to and work within Cornerstone Policies and Procedures.

Ensure files are maintained in accordance with Cornerstone Policies and Procedures in order to ensure good record keeping practices are in place.

Responsible for carrying out duties in a professional manner.

To work as a member of a team in order to achieve Service objectives.

Ensure confidentiality is maintained at all times.

To ensure work is accurate and that attention to detail is maintained.

To be flexible and prioritise workload accordingly.

To allocate and manage time efficiently.

- **Sector:** human health and social work activities