



Carnew Community Care Company Limited By

Guarantee



#CES-2421622



CARNEW DAY CARE CENTRE, Carnew

Comm Vill, Carnew, Co. Wicklow, Y14 CK76



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/11/2025



01/01/2026

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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Support person for Day Care Centre - Administration position

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.

Job Description

Duties

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

Do you have the interest in working in a Day Care Center where Elderly persons come to socialise and take part in activities such as sewing, knitting, exercise classes, line dancing, gardening, playing cards, drumming, art and so much more. The center also offers the services of a chiropodist, hairdresser, nurse. This busy center needs administrators to manage a busy reception and Day Room. Some experience of Microsoft office would be required for an administration position and training would be provided to help you improve your skills. Being friendly, chatty and willing to support people would be required. The position will require flexibility to work in the Day Room which would involve serving teas and dinners and basic cleaning tasks.

- **Sector:** other service activities