



EPT CLINIC



#WPEP-2439594

THE EDU, PSYCHOLOGY AND THERAP,



Unit B & C, 2Nd Fl, Block B, Co. Kilkenny, R95

FA0W



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



31/03/2026



26/05/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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



Clinical Administration Support Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

The EPT Clinic is a dynamic, family – systemic, best-practice, inter-disciplinary private child and family health service based in Kilkenny, Ireland. The Clinic aim to support the wellbeing, development, and learning of children aged 0-18 and their families.

This is a fabulous opportunity to join a positive, collaborative and friendly work environment.

Each candidate for and any person holding the office must be of good character and be prepared to complete a Garda vetting application form.

The participant will be trained in and assist with the following to support clinical administration staff:

- Provide office support, answer queries, answer the telephone, transfer calls, record messages, schedule appointments and process payments.
- Meet and greet all visitors in a friendly and welcoming manner.
- Promote and maintain a customer focused environment.
- Maintain own knowledge of relevant employer policies, procedures, guidelines and practices, to perform the role effectively
- Assist Clinical team in preparing for upcoming appointments
- Demonstrates a commitment to providing a quality service e.g. pays close and accurate attention to detail in their work
- Engage in informal child play/supervision as appropriate and as requested

This is a training and work experience opportunity; no prior experience in this role is necessary. Training will be provided to support your placement.

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

Formal Training:

GDPR fundamentals

Children First training

Engaging with children and young people

Informal Training:

IT skills – word, excel, teams

Telephone Skills

Customer Service

Communication

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0