



Klear Adult Education Centre



#CES-2444660



Saint Francis Hospice, Station Road, Raheny,

Dublin 5, D05 E392



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/04/2026



05/06/2026

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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Clerical Assistant, (St.Francis Hospice)

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.

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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.

The position will be in St. Francis Hospice, Raheny.

The person appointed will be assigned to the Clinical administration team and will have the opportunity for training in Reception, Clinical Administration and Medical records. This is an ideal opportunity to gain experience in a busy hospice setting. This is a training role and the successful candidate will be offered every opportunity to develop their personal and professional skills.

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