



Galway Rural Development Ltd company



#CES-2448310



Clarín, Bros of Charity Ctr, Kilcornan,

Clarínbridge, Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/04/2026



22/05/2026

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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Administration-Social Care ASI

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.

General office duties to include typing letter, reports, rosters, signage etc. Filing, photocopying, emailing, binding, scanning and shredding. Answer calls, take messages and relay to the relevant person in a timely manner. Order and maintain stock supplies to include PPE. File management. Prepare client packs.

Use of salesforce with client information. Input of EE timesheets weekly, maintain annual leave & sick leave trackers. Travel expense claims. Invoices. Light office cleaning.

Ability to maintain confidentiality. Attention to detail and relevant IT skills.

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Use of salesforce with client information. Input of EE timesheets weekly, maintain annual leave & sick leave trackers. Travel expense claims. Invoices. Light office cleaning. Ability to maintain confidentiality. Attention to detail and relevant IT skills. Reporting to the Day Centre Manager, the Care Worker is responsible for providing person centred care to people with dementia, addressing their needs and enhancing their quality of life. The

successful candidates will be responsible for providing social activity-based and personal care.

- **Sector:** other service activities