



St. Munchins Community Centre



#CES-2449748

SAINT MUNCHINS COMMUNITY



DEVELOPMENT PROGRAMME, Saint
Munchins Community Enterprise Centre,
Kileely Court, Limerick, V94 F58P



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/05/2026



03/07/2026

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 Assistant - Elder Care

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.

Duties to include; To organise the home visits of companions to clients home, have good record keeping, to ensure efficiency and maintain compliance with HSE, manage emails, letters and other forms of correspondence, submit reports, be able to use a smart phone and log calls. Works well on a team or on own. This position might include weekend work. Hours flexible.

- **Sector:** other service activities