



The Fingal ICTU Centre for the Unemployed



#CES-2453590



D.C.C. COUNSELLING SERVICE, Flat 46/47,
Mellowes Court, Dublin 11, D11 CY64



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/06/2026



28/07/2026

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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Reception/Admin (FSN)

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.

- To meet and greet clients
 - To be the first port of call for people contacting the service by telephone and responding to information queries from the public and other organisations in relation to services provided
 - Providing administration support to the counsellors, including dealing appropriately with phone messages, taking and transferring calls, recording and passing on messages
 - Ensuring provisions are on site for refreshments for counsellors and their clients. Sorting of mail and delivery to the appropriate person
 - Ensuring office equipment is maintained and reporting any breakdowns to FSN Coordinator
 - Ordering stationary and other supplies when required
 - General filing and typing, etc.
 - Keeping of up-to-date records and registers on equipment and computers
 - Occasionally it will be necessary for the Receptionist/Administrator to assist with activities being organized outside our premises e.g. suicide awareness events
 - To attend any training which will assist in carrying out the above responsibilities
 - To attend support and supervision with your Community Employment Supervisor
 - To carry out any other duties as requested from time to time by your Supervisor
- **Sector:** administrative and support service activities