



Dublin Simon Community



#CES-2459066



OAK HOUSE, 55 Benburb Street, Smithfield,

Dublin 7, D07 E063



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/07/2026



31/08/2026

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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Assistant Support Worker / Receptionist

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.

Dublin Simon Community provides housing, treatment, and support to people experiencing or at risk of homelessness. Our goal is to help individuals and families regain stability, build independence, and move towards a brighter future through compassionate, person-centred services.

You will be part of the team in one of our long-term accommodation services named Oak House, in Dublin 7.

As a Receptionist/Assistant Support Worker, you will be welcoming and assisting service users, taking rent payments, answering phones and door queries, and issuing keys. Carrying out light reception and admin duties such as typing, filing, and record-keeping. Helping to organise team meetings, handle petty cash and ordering, and ensure supplies are stocked - all while supporting the housing team to meet service users' needs.

What We Offer

Learn as you go: gain experience and guidance while building your skills.

Training: receive on-the-job training and support as you learn.

Develop skills and qualifications: improve admin, customer service, and teamwork abilities while working toward recognised certificates.

Flexible hours: 19.5 hours per week, making it easy to fit around your life.

Friendly team: join a welcoming team where your efforts are valued and your confidence can grow.

Friendly, reliable, and motivated to learn. No previous experience is needed - just a willingness to get involved, help others, and develop your skills in a supportive workplace.

- **Sector:** human health and social work activities