



Community Enhancement Jobstown Clg



#CES-2462915



Jadd Project Jobstown Road, Jobstown,
Tallaght, Dublin 24, D24 XK18



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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](#)



Open your camera app & point here to view this ad online



Trainee Key-Worker (Addition Services)

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.

To provide support to individuals accessing JADD's drop-in service.

To provide advocacy support to individuals with drug problems.

To make referrals to external services and agencies.

To ensure that all service users are treated with respect and are supported to meet their goals.

To attend weekly staff meeting and provide updates as appropriate.

To collect and maintain client information in a confidential and professional manner.

To record and update data – both database and hard files.

To develop reports as requested.

Other duties as directed by line supervisor.

Attend and participate in training, as required.

Experience/Training in this field is an advantage for this position but not essential.

Full training will be provided in relation to the above.

This list is not an exhaustive list of responsibilities and may change in line with the needs of service users and the local community.

- **Sector:** other service activities