



Sophia Housing Association



#CES-2463655



Sophia Housing, 25 Cork Street, Cork Street,
Dublin 8, D08 YD91



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/08/2026



23/09/2026

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](#)



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Night Reception/Caretaker CE Scheme

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.

Sophia Housing is a charity who provide homes and support for people in need. We require a Caretaker/Reception person for 2 nights per week 10pm-8am. The person will need to have a pleasant personality, greeting both tenants and visitors. They will also require a good command of English and be able to write a report i.e. log incidents as they occur during the night. As part of their role they will liaise with our live-in Caretakers and on-call Support Managers. Training will be given for this position and QQI Accredited training will be organised to support your future career. Applicants must supply suitable references and be prepared to complete a Garda Vetting form.

Please contact: James McKee, CE Supervisor, Sophia Housing,

25 Cork Street. Dublin 8

01 4738300

Email: jmckee@sophia.ie

- **Sector:** other service activities