



KARE - Newbridge



#CES-2465623



HSE, Athy Primary Care Centre, Dublin Road,
Athy, Co. Kildare, R14 DX94



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/08/2026



28/09/2026

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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Receptionist/Clerical

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.

KARE is the Lead Agency for the provision of supports to children aged 0-18 years who present with complex needs across South Kildare and West Wicklow.

A Community Employment (CE) Receptionist/Clerical Assistant vacancy is currently available within the South Kildare West Wicklow Children's Disability Network Team (SKDNT).

Main Duties:

- Managing a busy reception area.
- Welcoming visitors and directing them to the appropriate staff member.
- Arranging and recording appointments as required.
- Providing general administrative support, including filing, typing, photocopying, scanning, and shredding.
- Maintaining a high standard of professionalism and confidentiality at all times.
- Undertaking any other duties of a reasonable nature as assigned.

Location:

Primary Care Unit, Athy, Co. Kildare

Further Information:

For further information about this position, please contact ce@kare.ie

- **Sector:** administrative and support service activities