



West Waterford Community Development

Group Limited



#CES-2465907

DEISE DAY CARE CENTRE, Presentation



Comm De, Mitchel St, Dungarva, Co.

Waterford, X35 DE98



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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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Administration Deise Day Centre Dungarvan

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.

- Greeting members/visitors and dealing appropriately with them
- Answering the phone, emails
- Taking messages and communicating the information to the relevant people
- Arranging and scheduling appointments
- Prepare packs for members /Senior alert applications
- Meals -on-wheels numbers recorded
- Meals in house numbers recorded.
- Take and record money for meals and other payments due.
- Cash & Credit payments balanced
- Lodgement prepared and made.
- Data base updated.
- Cover other duties when required
- Adhere to all policies & procedures including Data Protection
- Work as part of a team.

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